

現場作業規範

Regulations for On-site Operations

大 臺 南 會 展 股 份 有 限 公 司
中 華 民 國 113 年 1 月 31 日 修

ICC TAINAN Company Limited / Last updated: January 31, 2024



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展前核對表 Pre-Exhibition Checklist

繳交 期限 Submission Deadline	規範 文件 Regulatory Document	項次 Item	繳交文件 Document Submission	繳交日期 Submission Date
攤位遴選前 Before Booth Selection	場地借用 管理辦法 Regulations for Venue Rental	1	活動企劃書乙式二份(詳述活動之內容、流程與場地規劃) Two copies of the event proposal (detailing the event content, process, and venue planning)	
		2	參展辦法、展場規劃圖 Exhibition Plan, Exhibition Venue Layout Plan	
進場前 三十天 30 days before move-in	現場作業 規範 Operational Regulations	3	活動場地規劃配置圖、相關平立面圖說(含舞台區、座位區)、結構技師簽證合格證明、消防防護計畫書(含急救及緊急應變計畫) Event Venue Layout Plan, Floor Plan (including Stage Area and Seating Area), Structural Engineer's Certified Approval, Fire Protection Plan (including Emergency First Aid and Emergency Response Plan)	
		4	【附件 1.1】大臺南會展中心場地作業危害因素告知單 Appendix 1.1: ICC TAINAN Disclosure of Potential Hazards On-site - Acknowledgement	
		5	【附件 1.2.1~3】大臺南會展中心施工前安全衛生承諾書 (主辦單位/參展廠商/裝潢承包商) Appendix 1.2.1~3: ICC TAINAN Pre-construction Safety and Hygiene - Letter of Undertaking (Applicable to Organizers, Exhibitors and Decoration companies)	



進場前 三十天 30 days before move-in	現場作業 規範 Operational Regulations	6	【附件 1.3】大臺南會展中心搭建裝潢切結書 Attachment 1.3: ICC Tainan Construction of Decorations - Declaration Form	
		7	【附件 1.4】大臺南會展中心會議室佈置切結書 Attachment 1.4: ICC Tainan Conference Room Setup - Declaration Form	
		8	【附件 4.1】大臺南會展中心搭建 2 層樓攤位申請 表 Appendix 4.1: ICC Tainan Two-story Booth - Application Form for Exhibitors	
		9	【附件 4.2】大臺南會展中心搭建 2 層樓攤位參展 公司切結 Appendix 4.2: ICC Tainan Two-story Booth - Declaration Form for Exhibitors	
		10	【附件 4.3】大臺南會展中心搭建 2 層樓攤位建築 師(土木、結構技師)切結書 Appendix 4.3: ICC Tainan Two-story Booth - Declaration Form for Architects (Civil & Structural Engineers)	
		11	【附件 4.4】大臺南會展中心搭建 2 層樓攤位借用 單位切結書 Appendix 4.4: ICC Tainan Two-story Booth - Declaration Form for Tenants	
		12	【附件 4.5】大臺南會展中心搭建 2 層樓攤位參展 廠商名冊 Appendix 4.5: ICC Tainan Two-story Booth - Exhibitor List	
		13	【附件 5.1】大臺南會展中心搭建超高攤位(含舞台) 申請表 Appendix 5.1: ICC Tainan Construction of Ultra- High Booths (Including Stages) - Application Form	



進場前 三十天 30 days before move-in	現場作業 規範 Operational Regulations	14	【附件 5.2】大臺南會展中心搭建超高攤位(含舞台) 參展公司切結書 Appendix 5.2: ICC Tainan Ultra-High Booths (including stages) - Declaration Form for Exhibitors	
		15	【附件 5.3】大臺南會展中心搭建超高攤位(含舞台) 建築師(土木、結構技師)切結書 Appendix 5.3: ICC Tainan Ultra-High Boothst (including stages) Architect (Civil, Structural Engineer) Declaration Form	
		16	【附件 5.4】大臺南會展中心搭建超高攤位(含舞台) 借用單位切結書 Appendix 5.4: ICC Tainan Ultra-High Booths (including stages) - Declaration Form for Architects (Civil and Structural Engineers)	
		17	【附件 6】大臺南會展中心攤位內懸升汽球申請書 / 切結書 Appendix 6: ICC Tainan Balloon Suspension in Booth - Application / Declaration Form	
		18	【附件 6.1】大臺南會展中心展場攤位內懸升汽球 參展廠商名冊 Appendix 6.1: ICC Tainan Exhibition Balloon Suspension in Booth - Exhibitor List	
		19	【附件 7】大臺南會展中心設立電視牆申請表 Appendix 7: ICC Tainan Video Wall Installation - Application Form	
		20	【附件 8.1】大臺南會展中心攤位內設置音響設備 申請書 / 切結書 Appendix 8.1: ICC Tainan Sound Equipment Installation in Booth - Application / Declaration Form	



進場前 三十天 30 days before move-in	現場作業 規範 Operational Regulations	21	【附件 8.2】大臺南會展中心展場攤位設置舞台及音響設備參展廠商名冊 Appendix 8.2: ICC Tainan Exhibition Booths with Stage and Audio Equipment - Exhibitor List	
		22	場地規劃圖及相關文件 Site Layout Plan and Related Documents	
		23	【附件 9.2】大臺南會展中心設置臨時形象展示物申請表 Appendix 9.2: ICC Tainan Temporary Display Items - Application Form	
		24	【附件 9.3】大臺南會展中心設置臨時形象展示物切結書 Appendix 9.3: ICC Tainan Temporary Display Items - Declaration Form	
		25	廣告設計圖面與點位確認 Advertisement Design and Location - Confirmation	
		26	【附件 17.1】大臺南會展中心展場吊點租用申請表 Appendix 17.1: ICC Tainan Rigging Points in Exhibition Area - Rental Application	
		27	【附件 17.2】大臺南會展中心展場桁架吊點載重表 Appendix 17.2: ICC Tainan Load Capacity Table of Rigging Points in Exhibition Area	
		28	【附件 17.3】大臺南會展中心展場吊點掛設作業施工安全切結書 Appendix 17.3: ICC Tainan Rigging Operations in Exhibition Area - Safety Declaration Form	
		29	【附件 15.1】大臺南會展中心外燴炊事區借用申請表暨切結書 Appendix 15: ICC Tainan Outdoor Catering Area - Rental Application and Declaration Form	



進場前 三十天 30 days before move-in	現場作業 規範 Operational Regulations	30	【附件 16】主辦單位投保公共意外責任險證明表 Appendix 16: Public Liability Insurance by Organizers - Proof of Purchase	
進場前 二十二天 22 days before move-in	現場作業 規範 Operational Regulations	31	【附件 2.1】大臺南會展中心用電安全切結書 Appendix 2.1: ICC Tainan Electrical Safety - Declaration Form	
		32	【附件 2.2】大臺南會展中心水電申請表 Appendix 2.2: ICC Tainan Water and Electricity Supply - Application Form	
		33	【附件 2.4】大臺南會展中心攤位水電位置圖 Appendix 2.4: ICC Tainan Plumbing and Electrical Layout Map for Booths	
		34	承攬鋪設地毯之攤位平面圖 Floor Plan of Booths with Carpet Installation	
進場前 十四天 14 days before move-in	現場作業 規範 Operational Regulations	35	【附件 3】大臺南會展中心進出場供應冷氣申請表 Appendix 3: ICC Tainan Air Conditioning During Move-in and Move-out - Application Form	
		36	【附件 11】大臺南會展中心展覽/活動期間展示車輛及摩托車入場申請表 Appendix 11: ICC Tainan Vehicle and Motorcycle Entry for Display During Exhibition/Event Period - Application Form	
進場前 七天 7 days before move-in	現場作業 規範 Operational Regulations	37	【附件 13.1】大臺南會展中心空拍機使用切結書 Appendix 13.1: ICC Tainan Use of Drones - Declaration Form	
		38	【附件 13.2】大臺南會展中心遙控無人機使用申請表 Appendix 13.2: ICC Tainan Use of Drones - Application Form	



進場當天 On the day of move-in	場地借用 管理辦法 Regulations for Venue Rental	39	【附件 5】大臺南會展中心延長使用場地申請表 Appendix 5: ICC Tainan Extension of Venue Rental	
		40	【附件 6】大臺南會展中心場地交付檢查表 Appendix 6: ICC Tainan Venue Takeover Inspection Checklist	
進場當天 On the day of move-in	現場作業 規範 Operational Regulations	41	【附件 10】大臺南會展中心重型車輛入場申請表 Appendix 10: ICC Tainan Heavy Vehicle Entry - Application Form	
		42	24 小時內有效地磅單 Valid Weighing Ticket issued within the last 24 hours	
退場當天 On the day of move-out	場地借用 管理辦法 Regulations for Venue Rental	43	【附件 7】大臺南會展中心場地返還檢查表 Appendix 7: ICC Tainan Venue Handover Inspection Checklist	



大臺南會展中心現場作業規範 ICC Tainan Operational Regulations

111 年 7 月 制定

Last updated in July, 2022

第一章 源起 Chapter 1: Introduction

大臺南會展股份有限公司，以下簡稱「本公司」，依據與經濟部簽訂之「大臺南會展中心營運移轉案投資契約」，承攬大臺南會展中心，以下簡稱「本中心」，之營運業務，館內另設有合約單位「嘉登會展管理顧問有限公司台南分公司」協助執行展覽、活動及會議的事務提供與各項服務項目承包。茲為管理借用單位、參展廠商及裝潢承包商於本中心舉辦展覽、活動及會議時之裝潢作業，特制定『大臺南會展中心現場作業規範』及相關附件，包括但不限於各類表格等，以下統稱「本規範」以為共同遵循。

ICC TAINAN CO., LTD., hereinafter referred to as "the Company," undertakes the operation of ICC TAINAN, hereinafter referred to as "the Center," in accordance with the "Investment Agreement for the Transfer of ICC TAINAN Operations" signed with the Ministry of Economic Affairs. Additionally, a contracted party, "GIS MANAGEMENT CO., LTD. Tainan Branch," assists in executing exhibitions, events, and conference-related matters and provides various service contracts. In order to regulate the operations of Tenants, exhibitors, and decoration contractors when organizing exhibitions, events, and conferences at the Center, the "ICC Tainan Operational Regulations" and its Appendices, including but not limited to various forms, are specifically formulated herein, collectively referred to as "the Regulations" for mutual compliance.

若本文件的英文版本與中文版本有任何不一致之處，概以中文版本為準。

In case of a discrepancy between the English version and the Chinese version of this document, the Chinese version shall prevail.



1.1 注意事項 Points to Note

1.1.1 除因應個別場地之特殊情形另於專章規定外，本中心室內及室外所有空間之現場作業均適用本規範。

Except for specific venues outlined in separate chapters, the regulations apply to all on-site operations in both indoor and outdoor spaces of the Center.

1.1.2 本規範自公告日起實施，修正時亦同。借用單位、參展廠商及裝潢承包商均應依循本規範最新公告版本辦理現場作業，並應自行留意本規範之更新公告。

The Regulations shall come into effect upon its publication, and any amendments shall also apply accordingly. Tenants, exhibitors, and decoration contractors shall conduct on-site operations in accordance with the latest published version of the Regulations and shall be responsible for keeping themselves informed of any updates to this regulation.

1.1.3 除就裝潢承包商特別規定者外，如有違反本規範之事由，應由借用單位負責處理、賠償或補償措施。**本規範需納入本公司與借用單位、參展廠商、服務供應商、攤位建造商及其他服務廠商之合約中**，構成合約的一部份。

Except where specifically stipulated for decoration contractors, in the event of any violations of the Regulations, the Tenants shall be responsible for handling, compensating, or remedying the situation. **The Regulations shall be incorporated into contracts between the Company and Tenants, exhibitors, service providers, booth builders, and other service vendors, forming an integral part of the contract.**

1.1.4 借用單位應要求參展廠商及裝潢承包商共同遵守本規範，如有未盡事宜，將另行修訂發布。針對安全考量及攤位搭建，借用單位有權得於本規範之外，增加必要之規定。

Tenants shall require exhibitors and decoration contractors to collectively adhere to the Regulations. In the event of any omissions, further revisions will be issued separately. Tenants have the right to add necessary provisions beyond these regulations for safety considerations and booth construction.

1.1.5 **借用單位應於展場施工期間，全程指派具有職業安全衛生管理資格人員於現場監督**參展廠商及裝潢承包商依本規範內容施工，同時檢附證照影本。相關資格證照包括但不限於：職業安全



(衛生) 管理師、職業安全衛生管理員、甲、乙、丙種職業安全衛生業務主管、工業安全技師、工礦衛生技師或等同以上證照之資格證明。

When construction is being carried out at the exhibition venue, Tenants shall assign personnel with professional qualifications in occupational safety and health management to supervise exhibitors and decoration contractors on-site, ensuring compliance with the Regulations. Copies of the assigned personnel' s relevant qualifications must be provided. Such qualifications include but are not limited to: Certified Safety and Health Managers, Occupational Safety and Health Managers, supervisors for Type A, B, or C occupational safety and health operations, Industrial Safety Technicians, Mine Safety Technicians, or equivalent qualifications.

1.1.6 除法令另有規定外，現場作業均應以本規範為準。本規範如有疑義或不足，悉依本公司之相關公告辦理；本公司保留最終解釋權。

Unless otherwise specified by law, on-site operations shall adhere to the Regulations. If there are any doubts or deficiencies in the Regulations, please refer to the Company's relevant notices; the Company reserves the right of final interpretation.

1.2 本規範之定義如下 Definitions within the Regulations are as follows

- 本公司：係指「大臺南會展股份有限公司」。
"The Company" refers to "ICC TAINAN CO., LTD."
- 本中心：係指「大臺南會展中心」。
"The Center" refers to "ICC TAINAN."
- 主辦單位：係指策劃、執行與對接參與者展覽、會議或任何活動之單位。
- "Organizer" refers to the unit responsible for planning, executing, and coordinating exhibitions, conferences, or any other activities involving participants.
- 借用單位：係指借用本中心場地執行展覽、會議或任何活動之單位。
"Tenant" refers to the unit borrowing the venue of the Center to execute exhibitions, conferences, or any other activities.
- 管理單位：指本公司負責場地營運、維護與行政管理之內部單位。
"Management Office" refers to the internal unit of the Company responsible for venue operations, maintenance, and administrative management.



- 裝潢承包商：係指從事裝潢相關工作之事業單位，包括但不限於人力公司、組合、木工、美工、油漆、地毯、水電、音響、燈光、視訊、運輸、鐵工、堆高機、報關等業者。

"Decoration Contractor" refers to parties engaged in decoration-related works, including but not limited to manpower agencies, associations, carpenters, painters, decorators, carpet layers, plumbing and electrical technicians, audiovisual technicians, transportation services, ironworkers, forklift operators, customs brokers, and other related professions.

借用單位及其參展廠商或雇用者在本中心場所作業時，均須遵守「大臺南會展中心現場作業規範」、「大臺南會展中心承攬廠商施工前標準作業規範」、「大臺南會展中心施工廠商安全衛生管理規範」之各項規範。如有違反，將依相關罰則與「大臺南會展中心施工廠商違反職業安全衛生法令裁罰項目」辦理。

When Tenants, their exhibitors, or employees operate within the premises of the Center, they must adhere to the Regulations outlined in the "ICC Tainan Operational Regulations" , "ICC TAINAN Pre-construction Regulations for Standard Operations of Contractors" and "ICC TAINAN Contractor Safety and Health Management Regulations". Violations will be subject to relevant penalties and enforcement actions outlined in "ICC TAINAN Penalty Items for Construction Contractors Violating Occupational Safety and Health Act".



第二章 職業安全與注意事項 Chapter 2: Occupational Safety and Precautions

2.1 職業安全衛生事宜 Occupational Safety and Health Matters

為防止職業災害與保障工作者安全，借用單位應遵守政府所訂定職業安全衛生法令規定，並依「大臺南會展中心施工前安全衛生承諾書」、「大臺南會展中心承攬廠商施工前標準作業規範」、「大臺南會展中心施工廠商安全衛生管理規範」、「大臺南會展中心場地作業危害因素告知單說明」及「大臺南會展中心場地作業危害因素告知單」、等相關規定辦理以供主管機關備查，現場若發現違反各類規定項目依「大臺南會展中心施工廠商違反職業安全衛生法令裁罰項目」辦理。

In order to prevent occupational accidents and ensure the safety of workers, the Tenant shall comply with the Occupational Safety and Health Act set by the government, and follow the "ICC TAINAN Pre-construction Safety and Hygiene Letter of Undertaking", "ICC TAINAN Pre-construction Regulations for Standard Operations of Contractors", "ICC TAINAN Regulations for Safety and Health Management of Construction Contractors", "ICC TAINAN Disclosure of Potential Hazards On-site" and "ICC TAINAN Disclosure of Potential Hazards On-site - Acknowledgment" and other relevant provisions for inspection by authority. If any violations of regulations are found on-site, they shall be handled according to the "ICC TAINAN Penalty Items for Construction Contractors Violating Occupational Safety and Health Act".

2.1.1 參展廠商及裝潢承包商應於進場施工前瞭解與熟悉現場之作業環境，並對所屬工作人員辦理施工安全衛生講習，明確告知及教育施工時應注意之安全衛生管理事項，相關事宜與資料請參照「大臺南會展中心承攬廠商施工前標準作業規範」、「大臺南會展中心施工廠商安全衛生管理規範」與相關規範辦理。

Exhibitors and decoration contractors should familiarize themselves with the working environment on-site before commencing construction and conduct safety and health training for their staff. They must clearly inform and educate their staff on safety and health matters to be observed during construction. Please refer to the "ICC TAINAN Pre-construction Regulations for Standard Operations of Contractors" and the "ICC TAINAN Regulations for Safety and Health Management of Construction Contractors".



2.1.2 **進出場與施工作業期間，所有工作人員均須配戴安全帽**（應符合 CNS1336 工地用安全帽檢驗標準，並貼經濟部商品檢驗局之標籤或正字標籤），方得進場作業。

While entering, exiting and operating on-site, all personnel must wear safety helmets (which should comply with the CNS1336 construction site safety helmet inspection standard and bear the label of the Bureau of Standards, Metrology and Inspection of the Ministry of Economic Affairs). Personnel not wearing the aforementioned helmet will not be allowed.

2.1.3 所有人員嚴禁於本中心內所有場域嚼食檳榔或喝酒（含酒精飲料），抽菸須於本中心規範之抽菸區。

All personnel are strictly prohibited from consumption of betel nuts alcohol (including alcoholic beverages) in all areas within the Center. Smoking is only allowed in designated smoking areas as per the Center's regulations.

2.1.4 配合職安法規定，本中心內所有工作場所**嚴禁使用及攜帶 2 公尺以上及不合格合梯（A 字梯）**進入及施作工。**請正確使用安全合梯，且使用中不得移動**。2 公尺以上高空作業須使用高空作業車或合格施工架並做好安全防護措施。

In compliance with the regulations of the Occupational Safety and Health Act, **the use and carrying of ladders exceeding 2 meters in length and unqualified stepladders (A-frame ladders)** for accessing and performing work in all workplaces within this center are strictly prohibited. **Please use safety ladders correctly, and they must not be moved while being in use.** For work at heights exceeding 2 meters, aerial work platforms or qualified scaffolding must be used, and appropriate safety precautions must be taken.

2.1.5 搬運展品及裝潢布置用品，應採取充分之安全措施，以避免發生意外造成人員傷害及本中心設施損害，概由借用單位負責一切賠償及法律責任。

When handling exhibition items and decoration materials, adequate safety measures must be taken to prevent accidents causing injury to personnel and damage to the facilities of the Center. The Tenant is responsible for all compensation and legal liabilities arising from any incidents.



展覽、活動或會議期間（含進出場）如發生職業災害，借用單位應立即採取必要之急救、搶救等措施，並會同本公司管理單位實施調查。

During exhibitions, events, or conferences (including move-in and move-out), if occupational accidents occur, the Tenant should immediately take necessary measures such as first aid and rescue, and cooperate with the Management Office of this company to conduct an investigation.

發生下列職業災害之一者，除必要之急救、搶救，雇主非經司法機關或勞動檢查機關許可，不可移動或破壞現場，並應八小時內通報勞動檢查機構：

For any one of the following types of occupational accidents, employers shall not disturb or damage the accident site without the permission of the judicial body or inspection agency except for necessary first aid or emergency rescue, and shall notify a labor inspection agency within eight hours of the occurrence:

(1) 發生死亡災害。

Accidents involving death.

(2) 發生災害罹災人數在三人以上。

Accidents causing injuries to three people or more.

(3) 發生災害之罹災人數在一人以上，且需住院治療。

Accidents causing injuries to one person or more that require hospitalization.

(4) 其他經中央主管機關指定公告之災害。

All other categories of accidents designated and officially announced by any governmental authority.



第三章 攤位裝潢規範 Chapter 3: Booth Decoration Regulations

3.1 進/出場作業程序 Move-in / Move-out Operating Procedures

3.1.1 水電承包商應於進場施工前 22 個工作天將承包攤位之平面圖一份交予管理單位備查，否則不得進場施工。水電承包商獲借用單位同意後，向管理單位申請於展覽空檔期間先行進場佈線，獲准後入場施作。若係申請於展場租用時間內先行進場或加班作業，亦須先獲借用單位同意。

Plumbing and electrical contractors must submit one copy of the floor plan of the contracted booth to the Management Office for reference at least 22 working days before commencing on-site construction. Otherwise, construction will not be allowed. After obtaining approval from the Tenant, plumbing and electrical contractors may apply to the Management Office to enter the venue for wiring during the exhibition gap period and commence work upon approval. If they wish to enter the venue ahead of the rental period or work overtime during the exhibition period, they must also obtain consent from the Tenant.

3.1.2 借用單位應將展覽工作證之樣張於裝潢進場前 3 日送管理單位提供展場入口警衛鑑別用。The Tenant should provide a sample of the exhibition work permit to the Management Office three days before the entry of decoration contractors for identification by the security guards at the entrance of the exhibition venue.

3.1.3 現場承包商裝潢作業，應於展前 1 天清場作業執行前完成，並於清場時將所有施工器具、工具箱、合梯及全部裝潢用品等帶離展場。如需延長當日施工時間，請依規定申請場地延長使用並支付相關費用。

On-site decoration contractors must complete the clearing process one day before the exhibition. All construction tools, toolboxes, ladders, and all decoration materials must be removed from the exhibition venue during the clearing process. If there is a need to extend the construction time on the same day, please apply for an extension of the venue usage according to the regulations and pay the relevant fees.



3.1.4 本公司並無提供展品（含裝潢用品）之倉儲服務，請於開展前一天執行清場作業前帶離展場，開展當天如需進行微調，裝潢承包商僅得以攜帶輕便工具及材料，於參展廠商進場後、展覽開展前完成，以維持展覽形象與展館安全。

The Company does not provide storage services for exhibits (including decoration materials). Please remove them from the exhibition venue one day before the opening of the exhibition. On the opening day, if adjustments are necessary, decoration contractors are only allowed to bring lightweight tools and materials. These adjustments must be completed after the exhibitors have entered and before the exhibition opens, to maintain the exhibition's image and the safety of the exhibition venue.

3.1.5 如攤位裝潢採木作方式，應事先於展場外施工完成後運至展場組合。

If booth decoration involves woodworking, it should be completed outside the exhibition venue in advance and then transported to the venue for assembly.

3.1.6 所有裝潢作業，借用單位須要求參展廠商及裝潢承包商必須投保營造綜合險或安裝綜合險（營造工程綜合損失險或安裝工程損失險、第三人意外責任險及雇主意外責任險）。如因裝潢施工，而致設施損壞或人員傷亡，概由借用單位負責賠償並負法律責任。

All decoration operations require the Tenant to request exhibitors and decoration contractors to take out comprehensive construction insurance or installation insurance (comprehensive construction loss insurance or installation project loss insurance, third-party liability insurance, and employer's liability insurance). If there is any damage to facilities or casualties due to decoration construction, the Tenant is responsible for compensation and legal liability.

3.2 裝潢布置 Decoration Arrangement

3.2.1 場地規劃圖及相關文件，應於進場前 30 個工作天送交本公司審查。

Site layout plans and related documents must be submitted to the Company for review at least 30 working days before move-in.

3.2.2 攤位裝潢應儘量採用組合式或可回收、重覆使用之環保材料，並嚴禁在本中心內使用電鋸、噴漆、焊燒，以免造成噪音及空氣污染。



Modular, recyclable or reusable materials should be used for decoration wherever possible. The use of electric saws, spray painting, and welding is strictly prohibited within the center to avoid noise and air pollution.

3.2.3 攤位裝潢應予以固定，如發生倒塌情事，每一事件罰借用單位新臺幣 5,000 元 (含稅)，由借用單位繳付之保證金扣抵。如造成人員傷害及設施損害，借用單位應負完全之責任。

Booth decoration must be securely fixed. In the event of collapse, each incident will incur a penalty of NT\$5,000 (including tax), deducted from the security deposit paid by the Tenant. If there are casualties or damage to facilities, the Tenant shall bear full responsibility.

3.2.4 1 樓室內展區攤位限高 4 公尺 (含展品陳列及攤位隔間)；戶外展區攤位限高 4 公尺；3 樓長廊區若設置展覽攤位，其攤位結構限高 2 公尺，標誌可酌予提高至 2.3 公尺。

The indoor exhibition area on the first floor has a booth height limit of 4 meters (including exhibit display and booth partitions); outdoor exhibition area booths also have a height limit of 4 meters. If exhibition booths are set up in the corridor area on the third floor, the booth structure height limit is 2 meters, and the height of signage can be increased to 2.3 meters as appropriate.

3.2.5 靠近展場四周牆面之展覽攤位，須保留離牆面至少 3 公尺之通道，通道不得堆放物品及妨礙消防設備與電箱開啟。如違規經通知仍未改善，本公司得強制移除，移除費用將由借用單位之保證金扣抵，若因此滋生法律糾紛或賠償責任，亦由借用單位自負責任。

Exhibition booths located near the walls surrounding the exhibition hall must maintain a clearance of at least 3 meters from the walls. The clearance must not be used for storing items or obstruct fire equipment and electrical boxes. If violations persist after notification, the Company reserves the right to forcibly remove the obstructions. The removal costs will be deducted from the security deposit of the Tenant. If this action leads to legal disputes or compensation liabilities, the Tenant will be held responsible.

3.2.6 依防火區劃規範展覽棟分別淨寬 6.2 公尺走道劃分為各 6 個展覽攤位區 (汽車展上述走道須 7.4 公尺以上)，每區不得超過 3,000 平方公尺。

According to the fire zone division regulations, the exhibition hall is divided into aisles with a net width of 6.2 meters, with each aisle further divided into six exhibition booth areas (for



automobile exhibitions, the aisle width should be at least 7.4 meters). Each area must not exceed 3,000 square meters.

3.2.7 基於消防安全考量，參展廠商攤位面臨走道之裝潢設計，其牆面建築長度必須小於該面向長度之 50%，且連續封閉牆面之長度不可超過 9 公尺。另攤位裝潢布置，採用封閉式之面積，不得超過所承租攤位面積之 50%。

For fire safety considerations, the length of wall structures facing aisles in exhibition booths must be less than 50% of the length of that side, and the length of continuously enclosed wall structures must not exceed 9 meters. Additionally, the area of enclosed structures in booth decoration layouts must not exceed 50% of the rented booth area.

3.2.8 鋼桁架、圓形桁架、型鋼立柱等底部應設置鋼承板（底板不得使用木板、塑膠、壓克力等材質），且底部鋼板承螺絲至少鎖固四顆以上，若鋼桁架等底部未設置鋼承板或螺絲鎖固未達 4 顆以上係屬一般違規，設置鋼板防止應力集中於地坪造成損壞，另若遭遇地震或外力搖晃時，可維攤位結構之穩定性。

Steel trusses, circular trusses, steel columns, etc., should have steel base plates installed at the bottom (wood boards, plastics, acrylics, etc., should not be used as base plates). Additionally, there should be at least four screws securing the steel base plate. Failure to install steel base plates at the bottom of steel trusses or insufficient screw fixation of less than four screws constitutes a violation. The installation of steel base plates prevents stress concentration on the floor, which could cause damage. Moreover, in the event of an earthquake or external force, it enhances the stability of the booth structure.

3.2.9 攤位上方造型樑等結構（含遮蓋及天花板）跨度超過 6 公尺時，應設置適當相當勁度、斷面垂直向立柱或支撐，不得直接跨置於木隔牆、或簡易隔板等非適當支撐上，若經目視結構有下陷情形，係屬重大違規，得封閉攤位並立即改善，否則該攤位禁止展出。

When the span of structural beams or other overhead features (including coverings and ceilings) above booths exceeds 6 meters, appropriate equivalent rigidity should be provided, and the cross-section should be perpendicular to the columns or supports. They should not be directly placed on wooden partitions or makeshift partitions that are not suitable supports. If visual inspection reveals any sagging in the structure, it constitutes a



serious violation. The booth may be closed immediately for improvement, and if not addressed promptly, it will be prohibited from exhibiting.

3.2.10 攤位背板、廣告看板等，跨度長超過 9 公尺時，須設置側向或橫向支撐，若無設置，係屬重大違規，得封閉攤位並立即改善，否則該攤位禁止展出。

When the span of booth backboards, advertising billboards, etc., exceeds 9 meters in length, lateral or transverse supports must be installed. Failure to install such supports constitutes a serious violation. The booth may be closed immediately for improvement, and if not addressed promptly, it will be prohibited from exhibiting.

3.2.11 攤位如有架高地板設計，提醒須做安全警示，並視情況於攤位可能之出入口加設斜坡道。If a booth includes a raised platform design, safety warnings must be provided, and if necessary, ramps should be added at possible entry and exit points of the booth.

3.2.12 攤位之搭建、展品及裝飾物品（含招牌、旗幟、盆栽、地毯、投光燈等）之布置，不得超出攤位地面基線之垂直空間以外範圍。

The setup of booth construction, exhibits, and decorative items (including signs, flags, potted plants, carpets, spotlights, etc.) must not exceed beyond the vertical space of the booth's ground baseline.

3.2.13 天花板及各式照明、指示燈、空調及管線不得懸掛任何物品，牆柱不得張貼海報及宣傳物，如違規經通知仍未改善，本公司得強制移除不另通知，拆除費用由借用單位之保證金扣抵，若因此滋生法律糾紛或賠償責任，亦由借用單位自負責任。

Ceiling panels, various types of lighting, signage, air conditioning, and pipelines must not be used to suspend any items. Posters and promotional materials are not allowed to be affixed to walls or columns. If violations persist after notification, the Company reserves the right to forcibly remove the items without further notice. The removal costs will be deducted from the security deposit of the Tenant. If this action leads to legal disputes or compensation liabilities, the Tenant will be held responsible.

3.2.14 嚴禁封閉電箱及各類標誌，另消防設備、空氣品質監測器與逃生安全門不得有任何裝潢品或展品遮蔽，且不得阻塞客、貨梯前面及其通道範圍，違規經通知仍未改善，本公司將強制拆除



不另通知，移除費用由借用單位之保證金扣抵。若因此滋生法律糾紛或賠償責任，亦由借用單位自負責任。

It is strictly prohibited to enclose electrical boxes and various types of signage.

Additionally, fire equipment, air quality monitors, and emergency exit doors must not be obstructed by any decoration or exhibits. Moreover, they must not block the front of passenger or freight elevators and their access areas. If violations persist after notification, the Company will forcibly remove the obstructions without further notice, and the removal costs will be deducted from the security deposit of the Tenant. If this action leads to legal disputes or compensation liabilities, the Tenant will be held responsible.

3.2.15 裝潢施工圖說應包含高處作業相關危害預防圖說，如護欄高度、施工架搭設方式、材料裝潢及拆除支撐方式，或其他職業安全衛生相關法令要求之墜落及物體飛落危害預防措施等文件。
Decoration construction drawings should include relevant hazard prevention diagrams for working at height, such as railing height, scaffolding erection methods, material decoration and dismantling support methods, or other documents related to occupational safety and health requirements, such as fall and falling object hazard prevention measures.

3.2.16 本公司於進場期間若派任執業技師檢查裝潢結構之安全，檢查過程若發現雖未明列於本規範之違規項目，但經執業技師確認係屬違規項目，請借用單位及裝潢承包商限期改善；若經確認係屬重大違規未立即改善者，得封閉攤位禁止展出。

The Company may assign a practicing engineer to inspect the safety of the decoration structure during the move-in period. If violations not explicitly listed in this regulation but confirmed by the practicing engineer to be violations are found, the Tenant and the decoration contractors are required to improve within a specified period. If violations are confirmed to be serious and are not immediately rectified, the booth may be closed and prohibited from exhibiting.

3.2.17 於本中心所有公共區域廊道所設置之裝潢物，其下方均須鋪設地毯等保護措施。

All decorations installed in the corridors of public areas within our center must have protective measures such as carpets laid underneath.



3.2.18 妥善搬運展品及裝演品，嚴禁在地面拖行，避免造成損壞及賠償。並嚴禁於展場內將玻璃製品（含裝潢材料）敲碎，以維護展場內工作人員之安全。

Exhibits and decorations **should be handled carefully, and dragging them on the ground is strictly prohibited** to avoid damage and subsequent compensation. Additionally, breaking any glass products (including decoration materials) inside the exhibition hall is strictly prohibited to ensure the safety of the personnel working in the venue.

3.2.19 借用單位於借用期間如擬於本中心週邊及外圍設立臨時形象展示物，需依「【附件 9】大臺南會展中心臨時形象展示物設置實施規範」並經本公司管理單位同意，並依相關法令規定向政府單位申請許可。且最遲應於展覽前 30 個工作天檢具「【附件 9.2】大臺南會展中心設置臨時形象展示物申請表」、裝潢布置設計圖說及設置地點圖說等文件，向本公司提出申請。

During the lease period, if the Tenant intends to **set up temporary display items around or outside the center, they must comply with the "Appendix 9: ICC Tainan Temporary Display Items - Regulations" and obtain approval from the Company's Management Office.**

Additionally, they must apply for permission from government agencies in accordance with relevant laws and regulations. They should submit the "Appendix 9.2: ICC Tainan Temporary Display Items - Application Form," decoration layout and design drawings, location maps, and other documents to the Company at least 30 working days before the exhibition for review.

3.2.20 借用單位應對其形象展示物投保公共意外及第三人責任保險，並善盡安全維護責任，展品、裝潢布置物及展覽廢棄物等，應由借用單位負責於借用時間屆滿前全部運離展覽場（含展場內部及外圍），不得影響後（接）續展覽作業之進行，否則將由本公司代為僱工運至合法垃圾場，其費用由借用單位負擔，本公司得逕行自保證金扣抵，若因此滋生法律糾紛或賠償責任，亦由借用單位自負責任。

The Tenant should insure their display items with public liability and third-party liability insurance and fulfill their responsibility for safety maintenance. Exhibits, decoration materials, and exhibition waste must be removed from the exhibition venue (including both inside and outside the venue) by the end of the lease period. They should not affect the schedule of subsequent exhibitions. Otherwise, the Company will arrange for workers to transport them to a legal landfill at the expense of the Tenant. The Company may



deduct the costs directly from the security deposit. If this action leads to legal disputes or compensation liabilities, the Tenant will be held responsible.

3.3 地面保護 Ground Protection

3.3.1 本中心展覽棟地面為金剛砂混凝土，嚴禁使用強酸強鹼之清潔亦進行清理；若有重型機具及硬質機具，須將其底座用軟質塑料或橡膠包裹，以免在使用或搬動過程中劃傷地面。在搬動大型器具、展示品或桌椅時，不應直接在地面上拖行，須抬起搬移置定點。移動棧板時須充分將棧板升離地面，轉彎時要特別注意棧板角，切勿刮傷地面，如造成地面之損壞，則處以每平方公尺新臺幣 5,000 元(未稅)之罰款，並需負擔還原地面所需之所有費用，其費用由參展廠商或借用單位負擔。

The exhibition hall floor of our center is made of diamond sand concrete. The use of strong acids or alkalis for cleaning is strictly prohibited. If heavy-duty or hard tools are used, their bases must be wrapped in soft plastic or rubber to prevent scratching the floor during use or movement. When moving large equipment, exhibits, or tables and chairs, dragging them directly on the ground is not allowed. They should be lifted and moved to designated spots. When moving pallets, ensure that they are sufficiently raised off the ground, and be especially careful with the corners to avoid scratching the floor. If damage occurs to the floor, a fine of NT\$5,000 per square meter (excluding tax) will be imposed. The exhibitor or Tenant will be responsible for all costs required to restore the floor.

3.3.2 展館地面之溝槽蓋板因電力供需，大多在蓋板上開孔處理，為避免進退場車輛、設備過重造成蓋板損壞、凹陷，其車輛（吊車）作業時車輪應避開於蓋板上方作業，若必須停置於蓋板上方進行吊放作業時，請於溝槽蓋板上方鋪設 1.5 公分厚之鋼板及橡膠墊保護，另展覽之設備、機具放置之位置若處於蓋板上方亦需鋪設鋼板或橡膠墊保護，切勿直接將設備置於溝槽上，若未依照本公司規定而造成蓋板損壞，每塊蓋板處以新臺幣 3,000 元(未稅)之罰款，並需負擔還原蓋板與溝槽所需之所有費用，其費用由借用單位負擔。

Due to the need for power supply, most of the trench covers in the exhibition hall floor have openings. To prevent damage or sinking of the covers caused by heavy vehicles or equipment during entry or exit, the wheels of vehicles (or cranes) should avoid operating directly above the covers. If it's necessary to stop above the covers for lifting operations, a 1.5 cm thick steel plate and rubber pad should be placed above the trench covers for



protection. Additionally, if exhibition equipment or machinery is placed above the covers, steel plates or rubber pads must also be laid for protection. Equipment should not be placed directly on the trench covers. If damage occurs to the covers due to failure to comply with the Company's regulations, a fine of NT\$3,000 per cover (excluding tax) will be imposed, and the Tenant will be responsible for all costs required to restore the covers and trenches.

3.4 公共設施之使用 Use of Public Facilities

禁止未經申請佔用本中心內外公共區域，例如大門、大廳、周邊人行道、廣場、休息區、電梯、樓梯、公共牆面、安全門、空地、走道、電源箱、地面出線口（含給排水）、空氣感測器、排風百葉等及地下停車場、卸貨場、貨梯區等區設置精神堡壘、架設活動看板、旗桿、懸掛形象展示物品或張貼文宣海報、擺置花籃等。

It is prohibited to occupy public areas inside and outside the center without prior application. This includes areas such as the main entrance, lobby, surrounding sidewalks, plaza, resting areas, elevators, stairs, public walls, safety doors, open spaces, walkways, power boxes, floor outlets (including water and drainage), air sensors, ventilation louvers, as well as underground parking lots, unloading areas, and freight elevator zones. Setting up barricades, installing activity signs, flagpoles, hanging image display items, posting promotional posters, or placing flower baskets, etc., are strictly prohibited in these areas.

3.4.1 借用單位對於展覽場內公共設施，應妥善使用，如發生損壞或遺失時，應由借用單位負責修復或賠償。

The Tenant is responsible for the proper use of public facilities within the exhibition venue. In the event of damage or loss, the Tenant is responsible for repairing or compensating for the damage.

3.4.2 本中心內設有之會議室、貴賓室、前述門廳或其他公共空間，借用單位均可申請付費借用。

The conference rooms, VIP rooms, aforementioned lobbies, or other public spaces within the center are available for rental by Tenants upon application and payment of fees.



3.5 會議棟特別規定 Special Regulations for the Conference Building

3.5.1 如需在本中心區域設立形象物與海報或文宣物品，應依照本公司規定「【附件 9】大臺南會展中心臨時形象展示物設置實施規範」與本公司指定之形象物布置位置及方式辦理，嚴禁私自使用大頭針、珠針、雙面膠、魔鬼粘等黏貼方式與使用螺絲、釘具等具破壞性固定方式。

If there is a need to set up display items, posters, or promotional materials in the center's area, it must be done in accordance with the regulations outlined in "Appendix 9: ICC Tainan Temporary Display Items - Regulations", and in accordance with placement and set-up guidelines specified by the Company. It is strictly prohibited to use tools such as push pins, thumbtacks, double-sided tape, Velcro, screws, nails, or any other destructive fixation methods without authorization.

3.5.2 會議棟上方懸吊系統吊掛器材（燈具、廣告燈箱、音響喇叭、電視牆等），不得超過該吊點限制載重，若有該情形發生，係屬重大違規，借用單位須立即撤換吊掛器材，否則本公司得停止該會議棟內任何會議或活動演出。

Equipment suspended from the overhead suspension system in the conference building (such as lights, advertising lightboxes, speakers, TV walls, etc.) must not exceed the weight limit of the suspension point. If such a situation occurs, it constitutes a serious violation. The Tenant must immediately replace the suspended equipment. Otherwise, the Company may suspend any meetings or events in the conference building.

3.5.3 上方懸吊系統吊運作業時，應設置信號指揮聯絡人員，並規定統一之指揮信號。吊運作業中嚴禁人員進入吊掛物下方及吊鏈、鋼索等內側角。

When conducting lifting operations using the overhead suspension system, personnel in charge of signaling should be appointed, and uniform signals should be established. It is strictly prohibited for personnel to enter below the suspended load and the inner corners of the lifting chains, cables, etc., during lifting operations.

3.5.4 嚴禁於會議廳內之控制室、準備室或口譯室抽菸、嚼食檳榔、飲用酒精性飲料、賭博、堆放雜物等。



Smoking, consumption of betel nuts or alcoholic beverages, gambling, and stacking miscellaneous items are strictly prohibited in the control room, preparation room, or interpretation room of the conference hall.

3.6 油漆 Paint

3.6.1 禁止使用噴槍進行噴漆，展場之油漆作業，須使用水溶性漆，且不得大面積粉刷施作。

The use of spray guns for painting is prohibited. Only water-soluble paint is allowed in the exhibition. Large-scale brush painting is not allowed.

3.6.2 油漆作業時，須先鋪設帆布或其他保護層，以防範油漆滴落汙損本中心地面。

When painting, canvas or other protective layers must be laid down first to prevent paint from dripping and staining the floor of the center.

3.6.3 嚴禁將剩餘之油漆傾倒入廁所洗手檯、馬桶及拖布盆內，且不得造成廁所拖布盆、地板排水口堵塞。

It is strictly prohibited to pour leftover paint into sinks, toilets, or mop buckets.

Additionally, disposal of paint must not cause blockage in the drains of sinks or mop buckets in the restrooms.

3.6.4 應在指定洗滌室內洗滌油漆器具，不得於本中心內任何空間（尤其是展場及廁所內）洗滌油漆工具，造成油漆飛濺，違反規定者，相關清除及清潔費用概由借用單位負責。

Painting tools should be washed in the designated washing area. Washing of painting tools in any other space within the center, especially in the exhibition venue and restrooms, causing paint splatter, is strictly prohibited. Violators of this regulation will be responsible for the relevant cleaning and cleanup costs.

3.7 地毯 Carpet

3.7.1 所有攤位的地面必須完全覆蓋。地毯及地面的覆蓋物必須符合第一防火蔓延等級之防火標準及 UL 等級標準介於 0 至 25 之間，且不得突出攤位範圍以外。



The ground of all booths must be fully covered by carpet. Carpets and floor coverings must comply with fire protection standards, including the first-class fireproof rating and UL rating standards ranging from 0 to 25, and must not protrude beyond the booth area.

3.7.2 禁止以黏膠塗抹於地面的方式施工，應先沿擬鋪地毯之地面內緣約 10 公分寬，以不脫膠之膠帶固著地面，不脫膠膠帶的上層再以布紋雙面膠帶貼上，用以黏固地毯。

Spreading adhesive directly on the floor is prohibited. Before laying the carpet, approximately 10 cm wide of the inner edge of the intended carpet area should be fixed to the floor using non-stick adhesive tape. The upper layer of the non-stick adhesive tape should then be covered with fabric-patterned double-sided tape to adhere the carpet.

3.7.3 撤場拆除地毯時，所有膠帶及地面殘膠均須完全清除，連同地毯運離本中心，若未清除完全，則由本公司管理單位代為僱用清潔公司處理，其衍生費用由借用單位保證金中扣抵。

When removing and dismantling the carpet, all tape and adhesive residue on the floor must be completely cleaned, and the carpet must be removed from the center. If not completely cleaned, the Management Office of the center will arrange for a cleaning company to handle it, and the associated costs will be deducted from the security deposit of the Tenant.

3.8 裝飾物與宣傳品 Decorations and Promotional Items

借用單位若需懸掛任何形式之宣傳布旗、海報、指標或形象物皆須符合本公司規範「【附件 9】大臺南會展中心臨時形象展示物設置實施規範」，且不得擋住消防設備、逃生指示標示及排風口，展後由借用單位全部移除，未依規定清除者由本公司代為僱工清除，其費用由借用單位負擔，若私自架設、張貼與懸掛本公司得逕行依「【附件 9.1】大臺南會展中心臨時形象展示物設置標準」自保證金扣抵，若因此滋生法律糾紛或賠償責任，亦由借用單位自負責任。

If the Tenant needs to hang any form of promotional banners, posters, signs, or display items, it must comply with the regulations specified by the Company in "Appendix 9: ICC Tainan Temporary Display Items - Regulations." These displays must not obstruct firefighting equipment, emergency exit signs, or exhaust vents. After the exhibition, all displays must be removed by the Tenant. Failure to do so will result in the Company arranging for removal by hired workers, and the associated costs will be borne by the Tenant. If unauthorized



installations, postings, or hangings occur, the Company reserves the right to deduct from the security deposit according to "Appendix 9.1: ICC Tainan Temporary Display Items- Standard Guidelines." In case of legal disputes or liability claims arising from such actions, the Tenant will be held responsible.

3.9 裝潢廢棄物之清運 Disposal of Decoration Waste

3.9.1 裝潢廢棄物定義為經裝潢而衍生出之垃圾，如木材、棧板、保麗龍板、玻璃、地毯、塑膠及殘膠等皆為裝潢廢棄物；在本中心內之裝潢廢棄物應以正確且環保之方法處置，並自行清運處置。 Decoration waste is defined as the waste generated from decoration activities, such as wood, pallets, styrofoam boards, glass, carpets, plastics, and residual adhesives. All of these are considered decoration waste. Decoration waste within the venue should be disposed of using proper and environmentally friendly methods, and it is the responsibility of the respective parties to carry out the removal and disposal.

3.10 申請展品押稅進口 Exhibition Goods - Duty Exemption Application

參展之國外展品請遵照政府規定方式辦理進口手續，本公司不提供保稅倉庫及保稅展場，進口展品亦不得以本公司為受貨人。

For foreign exhibits, please follow the government's regulations for import procedures. The Company does not provide bonded warehouses or bonded exhibition venues. Imported exhibits cannot be consigned to the Company.



第四章 特殊裝置與設計規範 Chapter 4: Special Devices and Design - Standard Guidelines

搭建雙層樓攤位、超高攤位、懸升汽球、設立電視牆、設置舞台或音響設備、設立臨時形象展示物等，應依本公司相關規範提出申請，凡未經本公司書面同意之項目均不得施作。

Setting up two-story booths, ultra-high booths, suspended balloon installations, establishing video walls, installing stages or audio equipment, setting up temporary display items, etc., must be applied for in accordance with relevant regulations of the Company. Any projects not approved in writing by the Company are not allowed to proceed.

4.1 雙層樓攤位 Two-story Booths

參展廠商如因特殊情形需搭建雙層樓攤位時，參展廠商需承租 4 個攤位以上，並應詳閱「【附件 4】大臺南會展中心搭建雙層樓攤位須知」後，依相關規定向借用單位提出申請，獲本公司同意後，繳付本公司「[雙層樓攤位使用費](#)」後始得興建。

Exhibitors who require the construction of two-story booths must rent four or more booths. They should carefully read the "【Appendix 4】ICC Tainan Guidelines on Two-story Booth", then submit an application to the Tenant accordingly. After obtaining approval from the Company, they may proceed with the construction upon payment of the "[Two-Story Booth Fee](#)".

4.1.1 申請許可：

Application for Permission:

參展廠商須依主辦單位規定期限前檢具【附件 4】～【附件 4.5】及相關資料送交借用單位審理。Exhibitors must submit relevant documents including "Appendix 4" to "Appendix 4.5" and other related information to the Organizer for review before the deadline specified by the Organizer.

4.1.2 雙層樓攤位費用計算：

Calculation of Two-story Booth Fees:



雙層樓攤位收費標準以其第二層總面積（含樓梯）計算，費用依第一層相等面積攤位場地費之50%計收。

The fee for two-story booths is calculated based on the total area of the second floor (including stairs), and it is charged at 50% of the venue fee for an equivalent area on the first floor.

4.1.3 安全責任：

Safety Responsibility:

- (1) 簽證之建築師(土木、結構技師)應負監造及退場完畢之責，攤位施工完成後，簽證之建築師(土木、結構技師)必須出具竣工證明，確保該攤位已依照申請設計圖建造完畢，建造品質是安全有保障的。

The architect (civil or structural engineer) responsible for signing off should oversee the construction and ensure its completion before departure. After the booth construction is finished, the certified architect (civil or structural engineer) must issue a completion certificate to confirm that the booth has been constructed according to the approved design drawings, ensuring that the construction quality is safe and reliable.

- (2) 任何影響消防灑水系統的雙層樓攤位，將因不符合消防規定，而無法允許施工。

Any two-story booth that may impact the fire sprinkler system will not be allowed due to non-compliance with fire regulations.

- (3) 在第一層及第二層均須備有 10 磅 ABC 乾粉滅火器 1 只，攤位封頂面積每超過 50 平方公尺需增設滅火器 1 只。

One 10-pound ABC dry chemical fire extinguisher must be provided on both the first and second floors. Additionally, for every 50 square meters of roofed area beyond the initial 50 square meters, an extra fire extinguisher must be installed.

- (4) 使用材料必須有防火、防焰、耐燃功能。

Materials used must be fire-retardant, flame-resistant, and flame-resistant.

- (5) 展示品或掛旗不能掛在展場的自動灑水系統上。



Exhibition items or banners cannot be hung on the automatic sprinkler system in the exhibition venue.

4.1.5 變更設計：

Design Changes:

通過本公司核准後若任意變更攤位設計或違反規定者，本公司得立即停止供電並封閉攤位。

After the initial approval from the Company, if there are any unauthorized changes to the booth design or violations of regulations, the Company reserves the right to immediately cut off power and close the booth.

4.2 超高攤位 Ultra-high Booths

展場攤位結構高度限制為 4 公尺，參展廠商如因特殊情形需搭建超過 4 公尺時，應詳閱「【附件 5】大臺南會展中心搭建超高攤位(含舞台)須知」後，依相關規定向借用單位提出申請，獲本公司同意後，繳付本公司「超高攤位使用費」後始得興建。

The maximum height limit for booth structures in the exhibition hall is 4 meters. If exhibitors require construction exceeding 4 meters, they should carefully read the "【Appendix 5】ICC Tainan Construction of Ultra-High Booths (Including Stages) - Guidelines", then submit an application to the Tenant according to relevant regulations. After obtaining approval from the Company, they may proceed with the construction upon payment of the "Ultra-high Booth Fee".

4.2.1 申請許可：

Application for Permission:

參展廠商須依主辦單位規定期限前檢具【附件 5】～【附件 5.5】及相關資料送交借用單位審理。Exhibitors must submit relevant documents including "Appendix 5" to "Appendix 5.5" and other related information to the Tenant for review before the deadline specified by the Organizer.



※ 主辦單位最遲請於展前 20 天彙整參展廠商所提供之上述相關文件後，併檢具「搭建超高攤位廠商名單」，統一向本公司申請，本公司採「審件不審圖」方式接受申請。

The Organizer shall collect the above-mentioned documents provided by exhibitors no later than 20 days before the exhibition, and submit them together with the "Construction of Ultra-high Booth - Exhibitor List" to the Company for a consolidated application. The Company adopts the "Review of documents but not drawings" approach to process the application.

4.2.2 收費標準：

Fee Schedule:

超高攤位使用費以設計圖上之視圖投影面積計算，以 18 平方公尺為 1 單位，每單位計收新臺幣 10 萬元(含稅)，如超過 18 平方公尺，則以超高攤位上視圖投影面積除以 18 平方公尺換算單位數，按單位數乘以新臺幣 10 萬元計收。如搭建面積少於 18 平方公尺，仍以新臺幣 10 萬元計收使用費。

The fee for using an ultra-high booth is calculated based on the projected area as shown on the design drawings. It is charged at a rate of 1 unit per 18 square meters, with each unit priced at NT\$100,000 (including tax). If the projected area exceeds 18 square meters, the fee is calculated by dividing the projected area by 18 square meters to determine the number of units, and then multiplying this by NT\$100,000. If the constructed area is less than 18 square meters, the fee is still NT\$100,000.

4.2.3 超高攤位規劃及安全責任：

Ultra-high Booth Planning and Safety Responsibility:

超高攤位之搭建不得破壞任何展場設施，不得在展場地板、牆壁等物體上使用釘具，或自天花板懸吊任何物品，且不得封閉或阻擋消防設施、水電管線、電箱門及空調出風口，本公司將強制拆除不另通知，移除費用由借用單位之保證金扣抵。若因此滋生法律糾紛或賠償責任，亦由借用單位自負責任。

The construction of ultra-high booths must not damage any exhibition facilities. It is prohibited to use nails or other fasteners on the exhibition floor, walls, or any other objects. Additionally, hanging any items from the ceiling is not allowed. Moreover, it is forbidden to



block or obstruct firefighting facilities, water and electricity pipelines, electrical box doors, and air conditioning vents. The Company reserves the right to forcibly dismantle any non-compliant structures without prior notice, and the removal costs will be deducted from the Tenant's security deposit. In case of legal disputes or liabilities arising from these actions, the Tenant will be held responsible.

4.3 電視牆、大螢幕牆 Video Walls and Large Digital Walls

如須裝設電視牆、大螢幕牆等設備，應遵守「【附件 7】大臺南會展中心設立電視牆申請表」規定事項。

If there is a need to install equipment such as video walls, large digital walls, etc., the provisions stated in the "【Appendix 7】ICC Tainan Video Wall Installation - Application Form" must be complied with.

4.4 舞台及音響設備 Stage and Audio Equipment

攤位內欲設置舞台或音響設備，借用單位須依「【附件 8】大臺南會展中心攤位內設置音響規定事項」與「【附件 8.1】大臺南會展中心攤位內設置舞台及音響設備申請及切結書」及「大臺南會展中心現場作業規範」第三章第二之 3 項(3.2.3)，彙整參展廠商申請圖說資料，於進場前 30 個工作天前提出申請並遵守相關規範。

For setting up stages or audio equipment within booths, the Tenant must adhere to the provisions outlined in "【Appendix 8】ICC Tainan Audio System in Booths - Regulations," "【Appendix 8.1】ICC Tainan Sound Equipment Installation in Booths - Application / Declaration Form," and Chapter 3, Section 2.3 (3.2.3) of the "ICC Tainan Operational Regulations". They should consolidate the application drawings and related materials from exhibitors and submit the application at least 30 working days before move-in, while also complying with relevant regulations.

4.5 無線麥克風設備 Wireless Microphone Equipment



借用單位須先依「【附件 8】 大臺南會展中心攤位內設置音響規定事項」向本公司核備麥克風頻率，並於獲同意後架設使用，倘違規逕於攤位架設使用，致干擾或影響本中心其它會議活動，本公司除即要求停止使用相關設備外，並依罰則處理。

The Tenant must first register microphone frequencies with the Company in accordance with the provisions outlined in "【Appendix 8】 ICC Tainan Audio System in Booths - Regulations". Upon approval, they can proceed with the installation and use of the equipment. If there is any violation where the equipment is set up and used without permission, causing interference or disruption to other conference activities in the center, the Company reserves the right to not only demand the cessation of equipment use but also take disciplinary actions as deemed necessary.

4.6 懸升汽球 Suspended Balloons

4.6.1 攤位四周基線垂直範圍內，如有設置懸升氣球之需要，應於開展 30 天前，依展覽作業手冊之「【附件 6】大臺南會展中心攤位內懸升汽球申請書 / 切結書」相關規定向借用單位提出申請，獲本公司同意後，繳付本公司申請並繳交相關費用，未申請而擅自懸掛本公司將強制拆除，本公司得逕行自保證金扣抵，若因此滋生法律糾紛或賠償責任，亦由借用單位自負責任。

Within the vertical range around the booth perimeter, if there is a need to install suspended balloons, the Tenant must submit an application to the Tenant according to the relevant provisions of the "【Appendix 6】 ICC Tainan Balloon Suspension in Booth - Application / Declaration Form" in the exhibition operations manual at least 30 days before the opening. Upon approval from the Company, they should pay the relevant fees. If the installation is carried out without prior application, the Company reserves the right to forcibly remove the balloons, and the removal costs may be deducted from the security deposit. In case of legal disputes or liabilities arising from these actions, the Tenant will be held responsible.

4.6.2 懸升汽球僅限於攤位內架設，並須加以固定，不得飄移。

Suspended balloons are only allowed to be installed within the booth and must be securely fixed in place, preventing any drifting.



4.6.3 大型廣告汽球限直徑小於 2 公尺以內，汽球頂端距地面不得超過 7 公尺，每個汽球收費新臺幣 1 萬元；另裝飾用小型汽球頂端距地面不得超過 4 公尺。

Large advertising balloons are limited to a diameter of less than 2 meters, and the distance from the ground to the top of the balloon must not exceed 7 meters. The fee for each balloon is NT\$10,000. Additionally, small decorative balloons must not exceed 4 meters in height from the ground.

4.6.4 汽球如飄浮於展場天花板或於天花板管道懸掛絲線，未於出場前取下汽球，每個汽球罰新臺幣 1 萬元；天花板之絲線每條罰新臺幣 1 萬元。因懸升汽球而發生任何意外，由借用單位自負一切法律及損害賠償責任。

If balloons float to the ceiling of the exhibition venue or are suspended from ceiling pipes with strings and are not removed before departure, a penalty of NT\$10,000 will be imposed for each balloon. Additionally, a penalty of NT\$10,000 will be imposed for each string attached to the ceiling. The Tenant is responsible for any accidents arising from suspended balloons and bears all legal and damage compensation liabilities.

4.6.5 懸升汽球限充入非易燃氣體。

Suspended balloons must be filled with non-flammable gas.

4.6.6 特別規定：本中心 1 樓大廳，不得使用懸升汽球。

Special Provision: **Suspended balloons are not permitted for use in the first-floor lobby of the center.**

4.7 吊點服務 Rigging

請聯絡本公司並依「【附件 17】大臺南會展中心桁架吊掛設備施工須知」辦理。

※ 任何因舞台、燈光、視聽音響、電視牆、特效及裝潢佈置等因素造成任何財物損失、人員傷亡或不當影響其他場地活動之進行等後果，概由借用單位及其承包廠商自負一切損害賠償及法律責任。

Please contact the Company and follow the "【Appendix 17】ICC Tainan Rigging Equipment in Exhibition Area - Guidelines".

※ Any property loss, injury or casualty, or impact on the progress of other venue activities caused by factors such as stages, lighting, audio-visual equipment, video walls, special



effects, and decoration arrangements, shall be the sole responsibility of the Tenant and its contractors for all damage compensation and legal liabilities.



第五章 進出場車輛與重機管理 Chapter 5: Entry and Exit of Vehicles and Heavy Machineries

5.1 車輛進場管制 Vehicle Entry Control

5.1.1 進出場期間擬使用之人員、車輛、機具等之出入口及展出期間之觀眾出入口、參觀路線及管制方式等，均需於展覽前 30 個工作天與本公司協調安排，若臨時增加車輛導致原訂車位不敷使用本公司將依規定請求相關衍生空間、人力與停車費用；且車輛停放作業時須避開溝槽管溝。During move-in and move-out, arrangements for the entry and exit of personnel, vehicles, machinery, etc.; as well as the entry and exit routes for exhibition participants, and the crowd control measures, must all be coordinated with the Company at least 30 working days before the exhibition. If last-minute addition of vehicles results in insufficient parking spaces, the Company will request fees for additional space, manpower, and parking lots as per regulations. Additionally, vehicles must avoid pipes and drains during parking.

5.1.2 為維護大臺南會展中心結構體、樓板、人員及設施安全，進出本中心展覽棟作業之車輛車身總重達 15 噸以上貨車（以車身或行車執照載明者為準），或任何噸位之起重機（吊車）、堆高機及吊貨卡車等進場作業，由參展廠商視實際需求，應填具「【附件 10】大臺南會展中心重型車輛入場申請表」，經由借用單位於進（出）場十四天前向本公司提出申請，且進場時須提示 24 小時內有效「地磅單」經本公司同意後於許可之時段內入場作業。

In order to maintain the structural integrity, floor stability, and overall safety of personnel and facilities in ICC Tainan, any trucks with a total vehicle weight exceeding 15 tons (as indicated on the vehicle body or the driving license), or any cranes, forklifts, or cargo trucks of any weight entering the Center for operations, exhibitors should fill out the "【Appendix 10】ICC Tainan Heavy Vehicle Entry - Application Form". The Tenant should submit the application to the Company at least fourteen days before the move-in (or move-out) date. Additionally, upon entry, they must present a valid "weighing ticket" obtained within the past 24 hours, and conduct operations within the approved time period as agreed by the Company.



5.1.3 堆高機進場前須由借用單位向本公司提出「【附件 10】大臺南會展中心重型車輛入場申請表」，獲得許可後方得入場作業。

Before forklifts enter the venue, the Tenant must submit "Appendix 10: ICC Tainan Heavy Vehicle Entry - Application Form" to the Company. Forklifts can only enter the Center after obtaining approval.

5.1.4 非展示小客（轎）車不得進入展覽場，若有展示需求請填妥「【附件 11】大臺南會展中心展覽/活動期間展示車輛及摩托車入場申請表」，並經由借用單位於進場 10 天前向本公司提出申請。

Passenger cars not for exhibition display purposes are not permitted in the exhibition venue. If there is a need for display, please complete the "【Appendix 11】ICC Tainan Vehicle and Motorcycle Entry for Display During Exhibition/Event Period - Application Form", and submit the application to the Company through the Tenant at least 10 days before entry.

5.1.5 高空工作車進場前須由借用單位向本公司提出申請許可後，方得入場作業。

Before aerial work platforms enter the venue, the Tenant must submit an application to the Company for approval.

5.1.6 貨車進場時，應於入口處繳交保證金新臺幣 1,000 元（機械類或大型展覽得另訂較高金額），車輛進入展場後，在 1 小時內出場者，保證金原數退還，逾時出場者，每小時以新臺幣 200 元計收（時間從入場時起算，機械類或大型展覽得另訂較高金額），展場內車輛行車速度不得逾每小時 10 公里，車輛離場如因場內車輛壅塞而致延誤出場時間者，經警衛蓋章證明，得減收 20 分鐘逾時出場費，載運裝潢品等之貨車須依借用單位排定之時間及順序進場，未遵照排定時間者，警衛人員得視場內狀況禁止該車輛進入展場。

When trucks enter the Center, they must pay a security deposit of NT\$1,000 (a higher amount may be set for machinery or large-scale exhibitions) at the entrance. If the vehicle exits the Center within 1 hour, the security deposit will be fully refunded. For vehicles exiting after 1 hour, an additional fee of NT\$200 per hour will be charged (starting from the time of entry, and a higher amount may be set for machinery or large-scale exhibitions). The speed limit for vehicles within the Center is 10 kilometers per hour. If delays in exiting the Center occur due to congestion caused by vehicles inside the Center, and it is certified



by security personnel, a 20-minute grace period may be granted for the overtime exit fee. Trucks transporting decoration materials or similar items must enter the Center according to the schedule and order specified by the Tenant. If they fail to adhere to the scheduled time, security personnel may prohibit the vehicle from entering the Center based on the conditions inside.

5.1.7 車輛僅限於裝卸物品時才得進入展館，避免損壞現有管線及設施，並確實遵守展場樓地板重載 (5 公噸 / 平方公尺)、門高、門寬等限制規定，入場車輛或物品如超逾貨物入口限高等規定者，禁止進入展場，展品或裝潢品如超越限高或限重者，請拆解分裝後始得進入，裝卸貨物時，引擎應熄火，未妥善處置致展場設施毀損者，須負相關賠償責任，本公司保留權利，借用單位得基於合理考量，禁止車輛進入展場。

Vehicles are only allowed to enter the exhibition hall for loading and unloading purposes to avoid damaging pipelines and facilities. It is essential to strictly adhere to the exhibition hall's floor load capacity (5 tons per square meter), door height, door width, and other restrictions. Vehicles or items entering the venue must comply with height restrictions at the cargo entrance. Any items or decorations that exceed the height or weight restrictions must be disassembled or divided before entry. When loading or unloading goods, the engine must be turned off. Failure to properly handle goods resulting in damage to the exhibition hall's facilities will result in the responsible party being liable for compensation. The Company reserves the right to prohibit vehicle entry based on reasonable considerations, and the Tenant must comply.

5.1.8 大臺南會展中心 1 樓展場分為東、西二區，各區貨車皆限由會展中心南側歸仁十八路 (或其他經會展中心指定) 貨車開口進入；東展區限由南側 S1 貨車出入口進入展場；西展區限由西側 W0 貨車出入口進入展場。各區貨物出入口高度及寬度如下：

The first floor of the ICC Tainan exhibition hall is divided into two sections: East and West. Trucks for both sections should enter through the cargo entrance located on the south side of the Center, at Guiren 18th Road (or other entrances designated by the Center). For the East exhibition area, entry is limited to the S1 truck entrance on the south side, while for the West exhibition area, entry is limited to the W0 truck entrance on the west side. The height and width of the cargo entrances for each area are as follows:





(1) 南展區 (S1 閘門): 寬 8.5 公尺 · 高 6 公尺

For the South Exhibition Area (S1 Gate): Width 8.5 meters, Height 6 meters

(2) 東展區 (E0 閘門): 寬 6 公尺 · 高 5 公尺 (特殊情況經本公司同意後 · 始得開放)

For the East Exhibition Area (E0 Gate): Width 6 meters, Height 5 meters (may be opened under special circumstances with the approval of the Company)

(3) 西展區 (W0 閘門): 寬 6 公尺 · 高 9 公尺

For the West Exhibition Area (W0 Gate): Width 6 meters, Height 9 meters

5.1.9 送水、花、餐盒等服務業者禁止進入展場內兜售，其車輛禁止進入展場 (攤位美化、布置及造景使用之盆栽不在此限)。

Service providers such as water delivery, florists, and catering are prohibited from entering the exhibition hall to sell their products. Their vehicles are also not allowed in the exhibition hall. (This restriction does not apply to potted plants used for booth decoration, arrangement, and landscaping.)

5.2 進出展場車輛載重 (含車身及貨物) 規定 Regulations on Vehicle Load Capacity (including vehicle body and cargo) Entering and Exiting the Exhibition Area

一樓展場全區 (含入口車道) The entire first-floor exhibition area, including the entrance lanes	
貨車載重(含車輛及貨物總重) Truck load capacity (including the total weight of the vehicle and cargo)	2 軸 20 噸 ; 3 軸 35 噸 ; 4 軸 44 噸。 兩車安全間距為 6 公尺以上。 2 axles: 20 tons 3 axles: 35 tons 4 axles: 44 tons The safe distance between two vehicles is at least 6 meters.
堆高機載重限制 The load capacity limit for a forklift	1. 單一堆高機舉貨總重不得逾 18 噸。 The total weight lifted by a single forklift must not exceed 18 tons.



<p>堆高機載重限制</p> <p>The load capacity limit for a forklift</p>	<p>2. 相臨 2 部堆高機分舉不同貨物作業時，距離須維持 6 公尺以上</p> <p>When adjacent forklifts are lifting different loads, the distance between them must be maintained at 6 meters or more.</p> <p>3. 超逾 18 噸貨物(不得大於 36 噸)，得以 2 部堆高機協同作業，距離須維持 4 公尺以上。</p> <p>For cargo exceeding 18 tons (but not exceeding 36 tons), it is permissible to use two forklifts for coordinated operations, with a distance between them maintained at 4 meters or more.</p> <p>4. 每次舉重至完成卸貨時間不得超逾 50 分鐘。</p> <p>The time taken from lifting to completing unloading must not exceed 50 minutes each time.</p>
<p>吊車載重限制</p> <p>The load capacity limit for a crane</p>	<p>1. 單一吊車舉重不得逾 27 噸；相臨 2 部吊車分舉不同貨物時，距離須維持 9 公尺以上。</p> <p>A single crane must not lift more than 27 tons.</p> <p>When adjacent cranes are lifting different loads, the distance between them must be maintained at 9 meters or more.</p> <p>2. 最高吊（荷）重 18 噸以下之吊車，作業前須於載重支承架下方襯墊木板（厚度至少 15 公分）或鋼板（厚度至少 1.5 公分）</p> <p>For cranes with a maximum lifting (load) capacity of 18 tons or less, before operation, cushioning wooden boards (with a minimum thickness of 15 centimeters) or steel plates (with a minimum thickness of 1.5 centimeters) must be placed under the load-bearing support frame.</p>



<p>吊車載重限制</p> <p>The load capacity limit for a crane</p>	<p>最高吊重 18 噸以上之吊車，作業前須於載重支承架下方襯墊枕木墊材，墊材尺寸不得小於 90 公分(長)×90 公分(寬)×15 公分(高)。</p> <p>For cranes with a maximum lifting capacity of over 18 tons, before operation, cushioning materials such as sleeper pads must be placed under the load-bearing support frame. The dimensions of the cushioning material must not be less than 90 centimeters (length) × 90 centimeters (width) × 15 centimeters (height).</p>
	<p>3. 每次舉重至完成卸貨時間不得超逾 50 分鐘。</p> <p>The time taken from lifting to completing unloading must not exceed 50 minutes each time.</p>

5.3 超重吊車載重作業限制規定 Overweight crane lifting operation restrictions

5.3.1 依據本規範規定，吊車載重限制為 27 噸，為因應大(重)型機具入場展覽，個案允許超重吊車入場進行吊放作業，惟須遵守本公司之特別規定，並填寫「【附件 10】大臺南會展中心重型車輛入場申請表」簽立切結書，始同意入場實施吊放作業。

According to the regulations, the load limit for cranes is 27 tons. However, in order to accommodate the entry of large and heavy machinery for exhibitions, special permission is granted for overweight cranes to enter and conduct lifting operations, provided that it must comply with the special regulations of the company, and the "Appendix 10: ICC Tainan Heavy Vehicle Entry - Application Form" must be completed along with a disclaimer.

5.3.2 載重 45 噸以下，27 噸以上之吊車作業前須於載重支承下方襯墊枕木墊材，單一支撐枕木範圍不得小於 120 公分(長)×120 公分(寬)×15 公分(高) (上方須再鋪設厚 1.5 公分以上鋼板或鋪設兩層枕木墊材以減少對地坪的破壞)。

For cranes with a load capacity between 27 and 45 tons, wooden outrigger pads must be placed under the load-bearing support. The dimensions of each individual outrigger pad must not be less than 120 centimeters (length) × 120 centimeters (width) × 15 centimeters



(height). Additionally, a steel plate with a thickness of at least 1.5 centimeters should be placed on top, or two layers of outrigger pads should be used to minimize damage to the floor.

5.3.3 機具吊放前須於吊放位置下方鋪設橡膠墊，並平放於橡膠墊上，若機具為有基腳座時，須於下方再放置一片基腳座面積 2 倍以上之鋼板保護（任何無保護墊之機具及設備一律不得進入本中心實施吊放作業）。

Before lifting, rubber mats must be laid under the lifting position, and the item to be lifted should be placed flat on the rubber mats. If the item has a base, a steel plate with an area at least twice the size of the base must be placed underneath for protection. Any equipment or machinery without this protective measure is strictly prohibited from being used for lifting within the center.

5.3.4 吊車實施吊放作業時，相鄰兩部吊車須維持 9 公尺以上之距離，並注意該吊車之最大傾角之規定，避免吊掛時造成翻覆事故。

During lifting operations, adjacent cranes must maintain a distance of at least 9 meters between them. Operators should also adhere to the maximum tilt angle regulations of the crane to avoid accidents or overturning while lifting.

5.3.5 吊車進行吊放作業時須避開溝槽管溝，不可將支承架或輪胎直接靜置於管溝蓋板上作業，並於吊車可能行進路線之管溝蓋板上鋪設保護墊，避免損壞蓋板。

During lifting, cranes must avoid trenches and drains. The crane's support frame or tires should not be directly placed on drain covers. Protective mats should be laid on drain covers along the crane's estimated route to prevent damage to the covers.

5.3.6 吊車及堆高機載重噸數超過 10 噸以上，在進入西展區前，主辦單位（參展廠商）須在西展區貨物出入口處鋪設橡膠墊及鋼板保護，避免造成石板地磚損壞。

For cranes and forklifts with a load capacity exceeding 10 tons, the Organizer (exhibitors) must lay rubber mats and steel plates at the entrance of the West Exhibition Area to prevent damage to the floor.



5.3.7 凡進入本展場之吊卡車均須有平衡桿設備，預防吊放作業時造成翻覆意外，任何無平衡桿裝置之吊卡車一律不得進入本展場。

All crane trucks entering this exhibition venue must be equipped with stabilizing bars to prevent overturning accidents during lifting. Any crane truck without stabilizing bars installed is strictly prohibited from entering the exhibition venue.

※ 以上相關防範措施若有不完備處，將隨時補正。

※ If the aforementioned preventive measures are deemed insufficient by any means, additional provisions may be supplemented at any time.

5.4 抓斗車 Grapple Truck

本中心抓斗車禁止入場，請借用單位宣導減少木作攤位。

Grapple trucks are prohibited in the Center. Exhibitors are encouraged to reduce wooden booth constructions.



第六章 電力、自來水、空壓設備之裝設 Chapter 6: Installation and Supply of Electricity, Water, and Air Compressors

借用單位承辦之展覽（或活動）有關水、電及壓縮空氣配置工程之施工及管理等相关事宜，僅限由本公司進行安排與施做，借用單位須依所有攤位之用水、用電及壓縮空氣需求，檢具「【附件 2.2】大臺南會展中心水電申請表」「【附件 2.4】大臺南會展中心攤位水電位置圖」及相關資料文件，最遲於進場前 22 個工作天前送交至本公司，待審核確認無誤後，由本公司交由指定合約商按圖施作。

The installation and management of water, electricity, and compressed air related to the exhibitions (or events) organized by the Tenant shall be arranged and carried out solely by the Company. The Tenant must submit the "Appendix 2.2: Water and Electricity Supply - Application Form" and "Appendix 2.4: ICC Tainan Plumbing and Electrical Layout Map for Booths," along with relevant documents, no later than 22 working days before the move-in date. After verification and confirmation, the Company will assign designated contractors to proceed with the construction according to the approved plans.

6.1 責任歸屬 Liabilities

如因借用單位提供之表單內容缺失或不實，致本公司財物損失或第三人傷亡者，借用單位應負一切賠償及法律責任。

The Tenant shall be responsible for all compensation and legal liabilities in the event that the omission or falsehood in the information provided by the Tenant leads to property loss or injury to third parties of the Company.

6.1.1 參展廠商之用電費用由借用單位自行收取，本公司除依電（水）錶錶列度數計收借用期間（自展覽進場、展出至出場結束）之用電（水）費用外，借用單位申請之各項水電工程需另計費，收費標準請參考展覽手冊「【附件 2.3】大臺南會展中心水電工程收費標準」。

The electricity charges for exhibitors shall be collected by the Tenant. In addition to the electricity (water) charges calculated based on the meter readings during the lease period (from move-in date to move-out date), the Company will also charge separately for various water and electricity projects applied for by the Tenant. For the fee schedule, please refer



to the exhibition manual "【Appendix 2.3】ICC Tainan Plumbing and Electrical Services - Fee Schedule".

6.1.2 借用單位或參展廠商未依本公司規定期限辦理申請用電、水及壓縮空氣等事項，本公司除依規定收取相關水電工程費外，須另行加收逾期申請費，收費標準請參考「【附件 2】大臺南會展中心水電作業相關說明」之附註事項。

If the Tenant or exhibitor fails to apply for electricity, water, and compressed air within the specified period stated in the Regulations, the Company will charge an additional fee for late applications, in addition to the relevant water and electricity engineering fees as stipulated. For the fee schedule, please refer to the "【Appendix 2】ICC Tainan Guidelines for Plumbing and Electrical Work" and its provisions.

6.1.3 借用單位或其參展廠商，其展品如須架設各式收發天線時，除該項展品之展出須按規定向有關單位申請核准外，應事先申請並經本公司同意，依規定位置及路徑施工，所需費用由借用單位或其參展廠商負擔。展覽結束並須負責拆除相關線材及設備，將場地復原。

If the tenant' s or exhibitors' exhibits require the installation of various types of transmitting antennas, they must apply for approval from the relevant authorities for the exhibition of such items; and they must also apply in advance and obtain approval from the Company. The installation of such equipment should follow the planned positions and routes, and the expenses incurred should be borne by the Tenant or exhibitors. Upon the conclusion of the exhibition, they are responsible for dismantling all wires and equipment and restoring the venue to its original condition.

6.1.4 凡申請 24 小時全天候供電者，若遇台灣電力公司供電中斷或該館電力設備突發故障而造成損害，本公司不予以賠償。

For those who apply for 24-hour uninterrupted power supply, in the event of disrupted power supply from Taiwan Power Company or unexpected failure of the power facilities in the venue, the Company will not provide any compensation for any damage caused.

6.1.5 為配合節能減碳以減緩地球暖化，請借用單位及參展廠商全力配合使用節能燈泡或其他節能燈具。



To comply with energy-saving and carbon reduction efforts to mitigate global warming, we kindly request that Tenants and exhibitors use energy-efficient light bulbs or other energy-saving lighting fixtures.

6.2 作業時間之安排 Operating Hours

展覽場開放時間：每日 08:00 至 18:00 (上述時間得經雙方協調後調整)。

Exhibition venue opening hours: Daily from 08:00 to 18:00 (subject to adjustment upon mutual agreement).

進出場期間：每日 08:00 至 18:00 (上述時間得經雙方協調後調整)。

Move-in and move-out period: Daily from 08:00 to 18:00 (subject to adjustment upon mutual agreement).

展出時間：每日 09:00 至 17:00 或 10:00 至 18:00 (上述時間得經雙方協調後調整)。

Exhibition hours: Daily from 09:00 to 17:00 or from 10:00 to 18:00 (subject to adjustment upon mutual agreement).

6.2.1 延長場地使用時間需事先申請，超時場地費依「大臺南會展中心場地借用管理辦法-【附件 1】大臺南會展中心展覽場地預借用收費標準」計算。

Extension of venue use beyond the designated hours requires prior application. Additional fees for overtime will be calculated according to the "ICC Tainan Regulations for Venue Rental - 【Appendix 1】ICC Tainan Venue Rental - Fee Schedule".

6.2.2 借用單位借用本中心期間，應於每日結束時徹底清場，未經申請及本公司同意而擅自延長使用部分或全部區域，本公司則將收取全區延長使用費，並逕自保證金扣抵，且有權通知立即停止工作。同一借用單位發生上述情形達 2 次(含)者，本公司將停止該單位申請借用場地資格 2 年。

During the lease period, the Tenant should vacate the Center at the end of each day. If any or all of the area is used beyond the agreed-upon time without prior application and approval from the Company, the Company reserves the right to charge for the extended use period for the entire area, withhold the security deposit, and immediately halt all



activities. If the same Tenant repeats such actions twice or more, the Company reserves the right to disqualify the Tenant's application of venue rental for a period of two years.

6.2.3 展前裝潢布置及展後拆除復原工作，應配合使用展覽場面積、裝潢布置、展品陳列及裝配設置之難易預留充分之時間，以免臨時要求提前進場或延後出場造成困擾，影響雙方作業。

Sufficient time should be allowed for preparation before the exhibition and restoration after the exhibition. The exhibition area, decoration setup, display of exhibits, and the complexity of installation should be taken into consideration. This is to prevent last-minute requests for early move-in or delayed move-out, which could cause inconvenience and affect both parties.

6.3 展場電力及空調供應 Provision of Electricity and Air Conditioning in the Exhibition Hall

6.3.1 供電規則：

6.3.1 Electricity Supply:

(1) 進場期間：依申請時間供應展場天花板照明供攤位裝潢及布置使用，惟不供應攤位用電，裝潢公司若有其他工作電源需求，須使用展場牆面及溝槽之工作電源插座，不得私接其他地方之電源插座，另參展攤位有展品設備需提前供電測試者，可向借用單位申請後，由大會依申請時間供電。

During the move-in period, lighting for the ceiling of the exhibition hall will be provided according to the requested time for booth decoration and setup. However, electricity for individual booths will not be provided. If the decoration contractors require additional power sources for other tasks, they must use the power sockets on the walls and in the channels of the exhibition hall and are not allowed to connect to power sockets from other locations. Additionally, exhibitors who need electricity for testing their exhibit equipment in advance can request it through the Tenant, and it will be provided by the Organizer according to the requested time.

(2) 展前 1 日：送電時間係由借用單位自行決定後，事先以書面向本公司申請，如臨時更動上述開關電源時間，需於原定時間前 2 小時，經借用單位以書面通知本公司憑辦。



The day before the exhibition: The start time of electricity supply will be determined by the Tenant, and they should submit a written request to the Company in advance. If there are any last-minute changes to the scheduled power supply time, the Tenant must inform the company in writing at least 2 hours before the original scheduled time.

(3) 展出期間：每日於參展廠商進場時間前完成供電，展覽時間結束後 15 分，關閉天花板照明設備（仍保留通道照明），30 分鐘後關閉展覽場攤位之電源。

During the exhibition: Electricity supply will be provided daily before the entry time for exhibitors. Lighting fixtures on the ceiling will be turned off 15 minutes after the end of the exhibition period (pathway lighting will remain), and the power supply to the exhibition booths will be turned off 30 minutes later.

6.3.2 凡申請水電者（含 24 小時全天候供給水電者），應自行加設保護措施（如不斷電系統等），若遇台灣電力公司供電（含自來水供水）中斷、或本中心電（水）力設備臨時性故障或不可抗拒之因素（天災）導致電（水）力設備突然故障造成損害，本公司不予賠償。

For those who apply for water and electricity supply (including 24-hour continuous supply), they should install their own protective measures (such as uninterrupted power supply systems). In the event of a power outage from Taiwan Power Company (including water supply disruption), or temporary failure of the power (water) equipment at the venue due to force majeure (natural disasters), the Company will not provide compensation for any damages incurred.

6.3.3 進出場、展覽及活動期間本中心建築內嚴禁使用燃油式發電機組供電。

During the move-in, exhibition, and event periods, the use of fuel-powered generators for power supply inside the venue is strictly prohibited.

6.4 供應空調規則 Provision of Air Conditioning

6.4.1 進出場期間：未提供「【附件 3】大臺南會展中心進出場供應冷氣申請表」與木作期間不供應冷氣。

During the move-in and move-out periods, air conditioning will not be provided if the "Attachment 3: ICC Tainan Air Conditioning During Move-in and Move-out - Application



Form" is not submitted. Additionally, air conditioning will not be provided during woodworking periods.

6.4.2 展出期間：每日自開放進場前 30 分鐘供應，當日展出時間**結束後 30 分鐘關閉**。

During the exhibition period, air conditioning will be supplied daily starting 30 minutes before the opening and will be turned off **30 minutes after the end of the exhibition**.

6.4.3 參展廠商**不得於攤位內、外自設空調設備**，如有違反規定，經勸告而未改善者，本公司除可立即斷電外，並有權強制拆除，其費用由借用單位負擔，本公司得逕行自保證金扣抵，若因此滋生法律糾紛或賠償責任，亦由借用單位自負責任。

Exhibitors are **not permitted to set up air conditioning equipment inside or outside their booths**. In case of violation, if the situation persists, the Company reserves the right to immediately cut off power and may forcibly remove the equipment at the expense of the exhibitor. The cost incurred may be deducted from the security deposit. Should this lead to legal disputes or liabilities, the exhibitor shall bear the responsibility.

6.5 電氣安全預防措施 Precautionary Measures for Electrical Safety:

為強化展場用電安全，借用單位、參展廠商及裝潢承包商應配合落實用電安全三級品管機制如下：
To enhance the safety of the exhibition venue, Tenants, exhibitors, and decoration contractors should jointly implement a three-level electrical safety management mechanism as follows:

6.5.1 第一級自主管理 Level One - Self-Management:

展覽：具有甲級電器承裝業登記執照之水電裝潢商，於展覽進場期間實施展場攤位用電安全自主管理檢查，並於送電前 2 小時或前 1 天進場結束前，繳交自主檢查表予管理單位，否則未完成用電安全檢查及檢查不合格之攤位將暫不供電，直至完成用電安全檢查及缺失改善後方恢復供電。
Exhibition: Electrical and plumbing contractors with Class A registration licenses shall conduct self-inspections on the electrical safety of booths during the move-in period. They should submit the self-inspection form to the Management Office two hours before the start time of power supply or by the end of the day before. Otherwise, booths that have not



completed electrical safety inspections or have failed inspections will temporarily not be provided with electricity until the inspections are completed and any issues are rectified.

活動：臨時水電配置合約商於配電盤供電端引接配線至活動現場電源開關時，須執行用電線路絕緣檢測，又前述活動供電配電箱開關後之負載側，由電器承裝廠商引接電源配線至活動設備，並執行用電絕緣及負載配電容量安全自主檢查及提報紀錄。

Event: Temporary electrical and plumbing contractors, when connecting wiring from the distribution panel to the power switch at the event site, must conduct insulation tests on the electrical wiring. Furthermore, after the distribution box switch for event power is turned on, the load side is to be connected by electrical contractors to the event equipment, and they should carry out self-inspections on electrical insulation and load distribution capacity safety, reporting and recording as necessary.

6.5.2 第二級單位查核 6.5.2 Level Two - Unit Inspection:

展覽：本公司水電合約商與大會電工於展覽送電前，須完成展場攤位用電安全檢查，檢測不合格攤位，將暫不供應電源，並張貼改善通知單，直至攤位改善完成並由管理單位檢測確認後，方供應該攤位用電。

Exhibition: Prior to providing power for the exhibition, the electrical contractors of the Company and the electricians from the event must complete a safety inspection of the electrical supply for each booth. If any booth fails the inspection, power supply will be temporarily suspended, and an improvement notice will be posted. Power will only be restored to the booth once the necessary improvements have been made and confirmed by the Management Office.

活動：大會電工與展館水電合約商須於活動供電前完成負載用電絕緣檢測。

Activity: The electricians from the event and the electrical contractors of the venue must conduct insulation testing for the electrical load before providing power for the activity.



第七章 安全維護 Chapter 7: Maintaining Safety

借用單位應依本公司規範聘僱相符之人力配置以維護展場安全秩序，如發生本公司設備損壞或違反相關法律情事等，概由借用單位負責，與本公司無涉。相關聘僱人員須符合勞動基準法等相關法令。

Tenants should employ personnel in accordance with the regulations of the company to maintain the safety and order of the exhibition venue. In the event of damage to the company's equipment or violations of relevant laws, the Tenant shall be responsible, and the company shall not be involved. Hired personnel must comply with the Labor Standards Act and other laws and regulations.

7.1 各時段工作項目及安全與清潔人力配置原則 Guidelines for Safety and Cleaning Task Management and Manpower Allocation

7.1.1 工作項目：

Tasks:

進場期間：負責維持人員、車輛、裝潢材料及展品進場秩序等。

During move-in: Maintaining order during the entry of personnel, vehicles, decoration materials, and exhibits.

展出期間：負責裝潢、展品安全、展場秩序、展場人潮人數管制、協助驗證及管制適當人士進入等事宜。借用單位應自行製備各式識別證，並將樣張提供本公司參考。

During the exhibition period: Overseeing decoration and security of exhibits; maintaining order in the venue, controlling the crowd, assisting in verifying and controlling appropriate personnel entry, etc. The Tenant should prepare various identification cards on its own and provide samples for reference to the Company.

出場期間：負責維持人員、車輛、裝潢材料及展品出場秩序、裝潢廢棄物運離。

During move-out: Maintaining order for personnel, vehicles, decoration materials, and exhibits leaving the venue, as well as clearing away decoration waste.



7.1.2 基本安全人力配置原則：本中心 1 樓展場共分東、西 2 區。

Manpower Deployment for Maintaining Safety: The 1st-floor exhibition hall divided into two sections: East and West.

【進 / 出場】共 15 名

[Move-in / Move-out]: Total of 15 personnel.

(1) 組長：1 名。

Team leader: One.

(2) 車輛出入口：歸仁十二路、歸仁十八路共計 2 處出入口，每開放 1 處，至少須設置 2 人

Vehicle entrances: There are a total of 2 entrances and exits on Guiren 12th Road and Guiren 18th Road, with at least 2 personnel stationed at each entrance when open.

(3) 貨物出入口：南側及西側 (大型鐵捲門)，每處 1 人。

Goods entrances: There are large iron roller shutter doors on the south and west sides, with 1 person stationed at each location.

(4) 貨車進場收費員：至少 1 人。

Truck entrance toll booth: At least 1 person.

(5) 防火逃生門：東側及西側，每開放 1 處至少須設置 1 人。

Fire escape doors: East and west, at least 1 person should be stationed at each open door.

(6) 北側參觀入口：每開放 1 處，至少須設置 2 人。

North visitor entrance: For each open entrance, at least 2 people should be stationed.

(7) 場內機動巡邏：至少 3 人。

Mobile patrol within the venue: At least 3 people.

(8) 夜間機動巡邏：每區至少 2 人。

Night-time patrol: At least 2 people per area.



(9) 其他機動人員：至少 3 人。

Other flexible personnel: At least 3 people.

【展出】共 14 名

【During Exhibition】Total of 14 personnel

(1) 車輛出入口：歸仁十二路、歸仁十八路共計 2 處出入口，每開放 1 處，至少須設置 2 人。

Vehicle entrances: There are 2 entrances, one each on Guiren 12th Road and Guiren 18th Road. Each entrance, when open, must have a minimum of 2 personnel stationed.

(2) 貨物出入口：如須開放供參展廠商補貨或裝潢商進場修飾攤位，則依開放時段每開放 1 處需設 1 人。

Goods entrances: If they need to be opened for exhibitors to replenish goods or for decorators to modify booths, then for each open entrance during the specified period, there should be 1 personnel stationed.

(3) 防火逃生門：東側及西側，每開放 1 處至少須設置 1 人。

Fire escape doors: East and west, at least 1 person should be stationed at each open door.

(4) 北側參觀入口：每開放 1 處，至少須設置 2 人。

North visitor entrance: For each open entrance, at least 2 people should be stationed.

(5) 場內機動巡邏：至少 3 人 (如參觀人數達 1 萬人次以上之大型展覽應斟酌加派)。

Mobile patrol within the venue: At least 3 people (additional personnel should be considered for large-scale exhibitions with over 10,000 visitors).

(6) 夜間機動巡邏：每區至少 2 人。

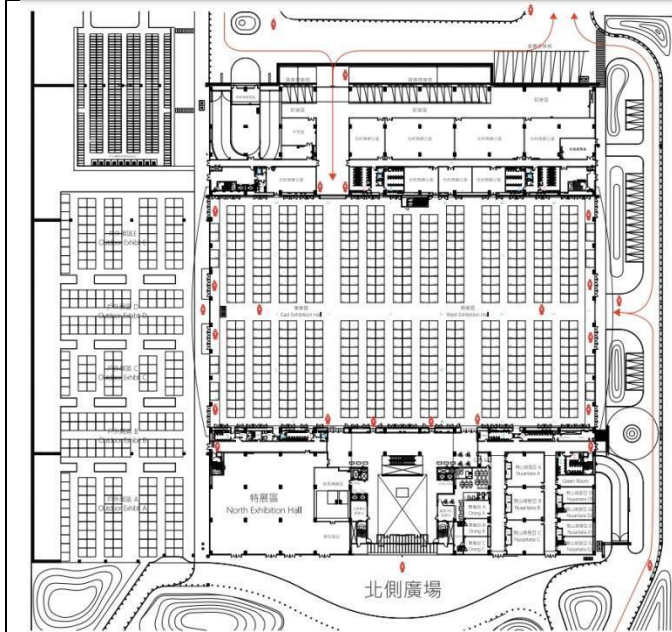
Night-time Patrol: At least 2 people per area.

(7) 其他機動人員：至少 3 人。

Other flexible personnel: At least 3 people.

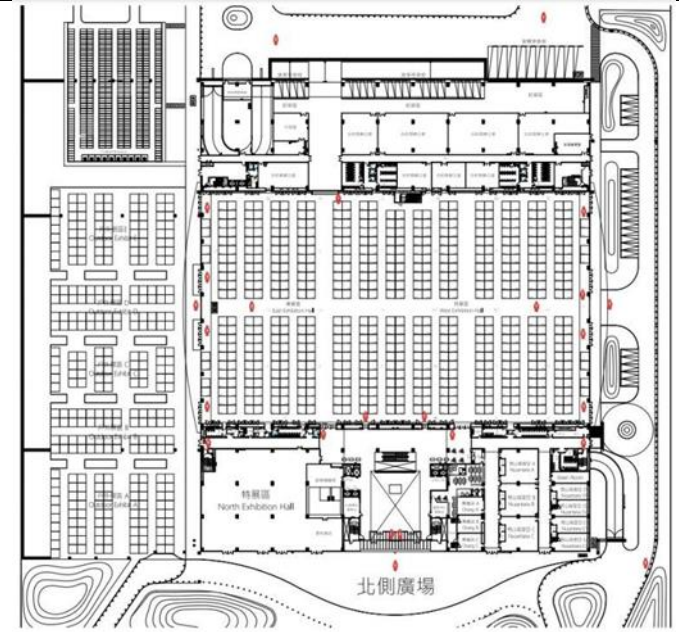
進/出場安全人力配置建議(15 人)

During Move-in / Move-out: Recommended Manpower Deployment for Maintaining Safety (15 people):



展期安全人力配置建議(14 人)

During Exhibition: Recommended Manpower Deployment for Maintaining Safety (14 people):



7.1.3 如借用單位申請延時進 / 出場加班作業，須提前向本公司申請，除原借用單位配置之夜間機動巡邏人員外，須視情況於加班範圍及相關出入口自行增加人力配置。

If the Tenant applies for extended move-in / move-out periods, they must apply in advance to the Company. In addition to the original Tenant's allocation of night-time patrol personnel, additional manpower deployment should be arranged as needed at entrances within the overtime operation.

7.1.4 借用單位聘僱之人力配置如未達上述原則，基於安全理由，本公司得逕行指派，其聘僱費用並逕行自保證金扣除。

If the number of personnel hired by the Tenant do not meet the above requirements, based on safety reasons, the Company may assign personnel directly, and their hiring costs will be deducted from the security deposit.



7.2 清潔人力配置與項目 Cleaning - Manpower Allocation and Duties

7.2.1 借用單位需額外支付進 / 出場與展期清潔人力費用，須提前 30 天向本公司申請，配置人數建議與相關項目如下表。

Tenants must pay additional manpower costs for cleaning services during move-in / move-out and the exhibition period. Application must be made to the company at least 30 days in advance. The recommended number of personnel and related items are in the table below.

	進場 Move-in	展期 Exhibition period	退場 Move-out
全展區 The entire exhibition area	12	10	12
東展區 East exhibition area	6	5	6
西展區 West exhibition area	6	5	6
清潔人員工作職責 Duties of the cleaning staff	<p>1. 展場一般民生垃圾清運、巡視打掃清潔公共走道、地毯、休息區等，但不含參展廠商攤位內清潔。</p> <p>The duties of the cleaning personnel include general household waste removal from the exhibition area, patrol cleaning of public walkways, carpets, rest areas, etc., excluding cleaning exhibitors' booths.</p> <p>2. 清潔服務不包括裝潢廢棄物、地面殘膠、佈置用花彩帶彩花、桌面清潔與餐飲外燴廚餘垃圾(含酒瓶、飲料罐、餐具等)之清運。</p> <p>The cleaning service does not include the removal of decoration waste, residual adhesives on the floor, decorative ribbons and flowers, tabletop cleaning, or the disposal of catering leftovers and kitchen waste (including bottles, beverage cans, and utensils).</p> <p>3. 上述建議人數為展覽期間每日配置人員數。</p> <p>The suggested number of personnel mentioned above is the daily staffing number for the duration of the exhibition.</p>		



清潔人員工作職責 Duties of the cleaning staff	4. 本公司清潔人力依時段收費，日間 07:00~22:00：NT\$ 350 每人/hr(未稅)；夜間 22:00~07:00：NT\$ 400 每人/hr(未稅)。 The Company charges for cleaning personnel based on time slots. From 07:00 to 22:00, the rate is NT\$ 350 per person per hour (excluding tax); from 22:00 to 07:00, the rate is NT\$ 400 per person per hour (excluding tax).		
彩花、彩帶清潔部分(所有金額未稅) The cleaning of decorative ribbons and flowers (excluding tax) is charged at an additional rate.			
	舞台部分 Stage area	全展區 The entire exhibition area	半展區 Half of the exhibition area
價格 Rate	NT\$ 2,000	NT\$ 6,500	NT\$ 3,250
注意事項 Notes	於展區施放彩花與彩帶必須預先告知本公司提交申請，委由本公司於租用全區域鋪設地毯以預防彩花等飄落物掉落至線槽或設備導致可能的危險與損害，施放期間借用單位應注意施放高度與角度避免造成人員、設備與場地損害，若未依規定施放造成任何損害本公司將不付任何責任，並向借用單位請求賠償。 The Company must be notified of the use of ribbons and confetti within the exhibition area in advance by means of an application. The Tenant shall contract the Company to lay carpets throughout the rented area to prevent the potential risk and damage caused by items falling onto cable trenches or equipment. When showering ribbons and confetti, the Tenant must pay attention to the height and angle of release to avoid causing harm to any personnel, equipment, and the venue. Failure to comply with the specified guidelines resulting in any damage will absolve the Company from any liability, and compensation will be sought from the Tenant.		



7.3 空氣品質 Air Quality

借用單位應於展出期間實施展場空氣品質及容留管制，展場內有空氣汙染之虞，必要時本公司將派員打開展場不銹鋼捲門或周圍之安全門。如有公共安全意外或有違反政府所定之「空氣品質管制」規定而被政府單位罰款者，概由借用單位負責。借用單位應依下列標準嚴格管制：

The Tenant should implement air quality and capacity control measures during the exhibition period. If there is a risk of air pollution in the exhibition venue, the Company will dispatch personnel to open the stainless steel rolling door or safety door in the vicinity if necessary. In the event of a public safety accident or violation of government regulations on "air quality control" resulting in fines imposed by government authorities, the borrowing party will be responsible. The borrowing party should strictly adhere to the following standards:

7.3.1 展場二氧化碳平均數值達 800ppm 時，開啟當樓層大型鐵捲門，距離地面高度為 1 公尺（門下須管制），增加展場內空氣流通。

When the average carbon dioxide level in the exhibition hall reaches 800ppm, open the large iron rolling door on the current floor, with a height of 1 meter from the ground (control required below the door) to increase air circulation inside the exhibition hall.

7.3.2 展場二氧化碳平均數值達 850ppm 時，實施第一階段管制，由借用單位工作人員針對民眾人數較壅塞區域嚴密監控，並至各主要出入口引導民眾進場順序，分散各區人數。

When the average carbon dioxide level in the exhibition hall reaches 850ppm, implement the first-stage control. Tenant staff will closely monitor congested areas for the number of people and guide visitors to the main entrances and exits to distribute the crowd.

7.3.3 展場二氧化碳平均數值達 900ppm 時實施第二階段管制，將管制各出入口民眾之進入，只開放當樓層中央區大門主要出入口。另將展場二氧化碳平均數值已接近管制量告示牌掛出，顯示目前展場二氧化碳平均數值供參觀民眾瞭解現況。

When the average carbon dioxide level in the exhibition hall reaches 900ppm, implement the second-stage control. Control the entry of people at each entrance and only open the main entrance of the central area on the current floor. Additionally, display a sign indicating that the average carbon dioxide level in the exhibition hall is approaching the control limit, allowing visitors to understand the current situation.



7.3.4 展場二氧化碳平均數值達 950ppm 以上時，實施第三階段管制，將當樓層大型鐵捲門全開，增加展場內空氣流通。並由借用單位派遣工作人員於主要出入口，說明目前展場二氧化碳平均數值即將到達管制量，隨時準備禁止民眾入場，並嚴格控管進場人數。

When the average carbon dioxide level in the exhibition hall exceeds 950 ppm, implement the third-stage control. Fully open the large iron rolling door on the current floor to increase air circulation inside the exhibition hall. The Tenant should dispatch staff to the main entrances to inform visitors that the average carbon dioxide level in the exhibition hall is about to reach the control limit. They should be prepared to stop entry and strictly control the number of people entering the venue at any time.

7.3.5 捲門全開 30 分鐘後，展場二氧化碳平均數值仍持續上升達 1000ppm 以上時，需懸掛「展場空氣品質不佳，實施進場管制，請稍候」告示牌嚴格禁止民眾入場，並向民眾說明「目前展場二氧化碳平均數值已超出管制量，為確保民眾安全，請依現場工作人員之管制進場，不便之處敬請見諒」，由借用單位派遣工作人員將所有出入口全面管制及暫停售票。

If the average carbon dioxide level in the exhibition hall continues to rise to 1000 ppm or higher after the rolling door has been fully open for 30 minutes, it is necessary to hang a sign stating 'Unsatisfactory air quality in the exhibition hall, entry control in effect, please wait' strictly prohibiting entry of visitors. Staff should inform visitors that 'the average carbon dioxide level in the exhibition hall has exceeded the limit to ensure the safety of visitors, please follow the instructions of the staff for entry, we apologize for any inconvenience'. The Tenant should dispatch staff to control and suspend ticket sales at all entrances.

7.4 容留管制 Entry Control

當 1 樓展場人數達 10,000 人容留管制上限時，由展覽借用單位派遣工作人員將所有出入口全面管制及暫停售票，並於主要出入口要求民眾依序排隊採取一出一進方式進出場（強制由容留感應器下方進出），並逐一向民眾說明「目前場內人數已達管制量，為確保民眾安全，請依現場工作人員之引導進出場，不便之處敬請見諒」。

When the number of people in the 1st-floor exhibition hall reaches the capacity limit of 10,000, the Tenant should dispatch staff to control and suspend ticket sales at all entrances. At the main entrances, visitors should be required to queue in an orderly manner, visitors may enter only as others exit (mandatory to enter and exit under the occupancy sensor). Staff



should explain to visitors individually, 'The current number of people inside the venue has reached the capacity limit to ensure the safety of visitors, please follow the instructions of on-site staff for entry and exit, we apologize for any inconvenience caused.



第八章 臨時電信通訊設備 Chapter 8: Temporary Telecommunication Equipment

申請展場臨時電話及寬頻網路：

Application for Temporary Telephone and Broadband Internet at the Exhibition Venue

如需申請展場臨時電話或寬頻服務，參展廠商請逕洽中華電信南區分公司臺南營運處歸仁服務中心（地址：臺南市歸仁區文化街二段 15 號，服務電話：06-244-3265）申請。

If exhibitors require temporary telephone or broadband services at the exhibition venue, please contact the Guiren Service Center of the Tainan Operations Office of Chunghwa Telecom Southern District (Address: No. 15, Section 2, Wenhua Street, Guiren District, Tainan City; Service Phone: 06-244-3265) directly for application.

WLAN 免費無線上網服務：

Free WLAN Wireless Internet Service:

本中心為無線上網環境，參展廠商不得自行架設無線 AP 或無線設備，以免影響或干擾本中心無線上網環境，相關規定請參考「【附件 14】大臺南會展中心免費 Wi-Fi 上網服務使用說明」，參展廠商如因特殊業務需求，請洽本公司相關業務承辦人。本服務僅提供參展廠商收發 e-mail 及瀏覽網頁等基本服務，展場內時有無線電波干擾，如因業務需要長時間使用網路或大量上傳下載資料時，請另行申請 ADSL。

The Center provides wireless internet service. Exhibitors are not allowed to set up their own wireless AP or wireless devices to avoid affecting or interfering with the wireless internet service of the center. Please refer to the regulations in "【Appendix 14】ICC Tainan Free Wi-Fi Internet Service - Guidelines." If exhibitors have special business needs, please contact the relevant personnel of the Company. This wireless internet service is only sufficient for basic services such as sending and receiving emails and browsing web pages. There may be wireless interference in the exhibition hall. If long-term use of the internet or large data uploads and downloads are required for business purposes, please apply for ADSL separately.



第九章 責任風險分攤 Chapter 9: Responsibility and Risk Allocation

為防範意外事故，借用單位在展覽／會議／活動期間（含進出場期間），須投保公共意外責任險，並應考量活動型態、規模、參觀人數投保足額之公共意外責任險（含因室內外招牌及舞台相關設計裝潢結構、展示品、電梯、電扶梯意外所致人員傷亡、財損之賠償責任）。保險種類及最低保險金額不得低於「臺南市營業場所強制投保公共意外責任保險自治條例」規定之額度。

The Tenant must purchase public liability insurance to cover the exhibition/conference/event period (including move-in and move-out periods). The insurance coverage should be sufficient to cover public liability,, taking into account the nature of the event, its scale, and the number of attendees (including compensation for injuries, fatalities, and property damage resulting from accidents related to indoor and outdoor signage, stage design and decoration, exhibits, elevators, and escalators). The type of insurance and the minimum coverage amount should comply with the "Tainan City Regulations on Mandatory Public Liability Insurance for Business Premises" .

借用單位須於進場前 30 個工作天將保險單副本送至本公司備查。此外借用單位應自行對其活動相關室內外招牌、舞台相關設計、裝潢結構及電子設備投保火險、竊盜險、水漬險及因颱風、地震、洪水、豪雨或其他天然災害所致之損害賠償責任等。

The Tenant must submit a copy of the insurance policy to the Company for record-keeping at least 30 working days before ingress. Additionally, the Tenant should independently purchase fire insurance, theft insurance, water damage insurance, and liability insurance for damages caused by typhoons, earthquakes, floods, heavy rains, or other natural disasters related to their event's indoor and outdoor signage, stage design, decoration structures, and electronic equipment.

9.1.1 展覽或活動期間參展廠商對其展品、物料、裝潢及工程設施均應自行派人照料，並視需要自行辦理保險，如有遺失或毀損，本公司不負任何賠償及法律責任。

During the exhibition or event, exhibitors are responsible for the care of their exhibits, materials, decorations, and engineering facilities. They should arrange insurance as necessary. The company assumes no responsibility or liability for any loss or damage incurred.



9.1.2 攤位上之設施、物品及展覽品在展覽或活動期間（包含展前布置及展後拆除期間）因設置、操作、保養管理不當或疏忽致其工作人員或第三人遭受傷亡或財物損失，應由引起傷亡損失事故之參展廠商及其委託之裝潢商負責一切賠償及法律責任，與本公司無涉，參展廠商及其委託之裝潢商應加強安全防護措施，並自行投保保險。

During the exhibition or event (including setup and dismantling periods), if the facilities, items, or exhibits at the booth cause injury or property damage to their staff or third parties due to improper installation, operation, maintenance, or negligence, all compensation and legal liabilities shall be borne by the exhibitor responsible for the accident and the decoration contractor they commissioned. The Company bears no responsibility in this regard. Exhibitors and their decoration contractors should strengthen safety measures and arrange insurance coverage on their own.

9.1.3 為維護展品安全，請參展廠商妥善照料其展品及財物，如有必要，參展廠商可自行於攤位上加裝監視器，如展品或財物發生任何損壞或遺失時，本公司概不負責。

To ensure the safety of exhibits, exhibitors are advised to take good care of their exhibits and property. If necessary, exhibitors may install surveillance cameras at their booths. The company shall not be held responsible for any damage or loss of exhibits or property.

9.1.4 施工或搬運時如損壞本公司展覽場所設施，應負責修復或賠償，如因施工不慎而致財物損失或人員傷亡，概由借用單位統籌負責處理並負相關法律責任。

If any damage occurs to the facilities of the company's exhibition venue during construction or transferring of items, the responsible party should bear the responsibility for repair or compensation. If property damage or personal injury occurs due to construction, it is the responsibility of the Tenant to handle and bear the relevant legal responsibilities.

9.1.5 為防範意外事故，參展廠商在展覽或活動期間（含進出場期間），須投保公共意外責任。保險種類及最低保險金額如下：

Exhibitors must purchase public liability insurance during the exhibition or event period (including move-in and move-out periods). The types of insurance and the minimum coverage amounts are as follows:



最低保險金額 (新臺幣/元) The minimum coverage amount (in New Taiwan Dollars / NT\$)	每一個人體傷責任 Injury liability per individual	NT\$3,000,000
最低保險金額 (新臺幣/元) The minimum coverage amount (in New Taiwan Dollars / NT\$)	每一事故體傷責任 Injury liability per accident	NT\$15,000,000
	每一事故財損責任 Property damage liability per accident	NT\$3,000,000
	保險期間最高賠償額 NT\$36,000,000 The maximum indemnity limit during the insurance period is NT\$36,000,000.	
每一事故自負額 (新臺幣/元) The deductible per accident (in New Taiwan Dollars / NT\$)	最高 NT\$2,500 The maximum is NT\$2,500.	



第十章 消防安全管理 Chapter 10: Fire Safety Management

10.1 防火區劃 Fire Zone Designation

依大臺南會展中心建築物防火避難性能評定書規定，本會展中心展場以 6.2 公尺寬之走道劃分為 6 個防火區劃（各區劃面積不得超過 3,000 平方公尺，汽車展時上述區劃走道須為 7.4 公尺以上），以防止火災意外時火勢蔓延擴大。

According to the ICC Tainan Fire Protection and Evacuation Performance Evaluation, the exhibition halls are divided into six fire zones with 6.2-meter-wide aisles (each zone area shall not exceed 3,000 square meters; during car exhibitions, the aisle width in the above zones must be at least 7.4 meters) to prevent the spread of fire in the event of a fire accident.

10.2 防焰材料與防焰標章 Flame Retardant Materials and Flame Retardant Labels

依消防法第 11 條之規定，本中心全區之場地佈置及展場攤位裝潢應遵守使用附有防焰標示之材料，相關材料包括地毯、窗簾、布幕、展示用廣告板及其他指定之防焰物品，並於該材料明顯角落貼設經主管機關認可之防焰標章標示，參展廠商須於進場裝修起至展覽結束期間，於現場備妥其所使用防焰材料之有效證明文件，供消防單位備查，如有違反法令規定致本公司遭開立罰單或因而衍生之意外責任，概由借用單位及違規廠商負一切責任。（使用規定及詳細說明請參閱「【附件 12】大臺南會展中心攤位須採防焰材料裝修須知」）。

In accordance with Article 11 of the Fire Services Act, all decorations of the Center and booths must comply with the use of materials with flame-retardant labels. Items include carpets, curtains, drapes, advertising boards, and other designated flame-retardant items. Exhibitors must prominently display flame-retardant labels approved by authority in the obvious corners of such materials. Exhibitors must prepare valid proof of the flame-retardant materials they use on-site from the start of decoration until the end of the exhibition for inspection by the fire department. Any violation of legal regulations resulting in the issuance of fines to the Company, and accidents, shall be the responsibility of the Tenant and the violating exhibitor. (For regulations and detailed guidelines, please refer to “【Appendix 12】ICC Tainan Guidelines for Fireproof Decoration Materials to be Used in Booth”).



10.3 出口、逃生路線 Exits and Evacuation Routes

本中心避難方向指示等設備及路線，不得因每次設計之不同而有所變動，出口應保持通暢及明顯標示，不可封閉，樓梯及走道應保持通暢，不可堆放雜物，此外展區範圍內之滅火器配置，如需隨著每次展區之不同配置而機動性微調設置，仍應依各類場所消防安全設備設置標準第 146 條至第 156 條規定規劃擺設。

The evacuation direction indicators and routes in the Center must remain consistent and should not vary with venue designs. Exits must be kept clear and prominently marked, and they should not be blocked. Stairs and walkways must be kept clear and free of clutter. Additionally, the placement of fire extinguishers within the exhibition area may be adjusted slightly to accommodate the layout of each exhibition area, but it should still adhere to the regulations outlined in Articles 146 to 156 of Standard for Installation of Fire Safety Equipments Based on Use and Occupancy.

10.4 安全門 Safety Doors

本中心安全門均採防火門等級設置，且應保持常閉之正常使用狀態，開啟時必須能夠輕易由內開啟至最大，不得擺設廣告、雜物及上鎖等阻絕逃生之行為，安全門（梯）上方之出口標示燈應保持 24 小時明亮且不得遮蔽，確保緊急事故時可導引民眾順利逃生。

All safety doors in the Center are fire-rated doors, and they should remain in a closed position under normal circumstances. When needed, they must be easily opened to the maximum from the inside. It is prohibited to place advertisements, debris, or lock them to obstruct evacuation. The exit signs above safety doors (stairs) should remain bright 24 hours a day and should not be covered to ensure smooth evacuation in case of emergency.

10.5 消防活動區、消防栓 Fire Service Access Areas and Fire Hydrants

10.5.1 攤位搭建與撤除期間，車輛、展品、搭建材料及包裝等，嚴禁封閉與阻擋配電箱、消防設備、逃生安全門及各類標誌，亦不得妨礙消防活動區、緊急逃生避難路線與安全區域之進出，違規經通知仍未改善，本公司將強制拆除且不另行通知，移除費用由借用單位之保證金扣抵。若因此滋生法律糾紛或賠償責任，亦由借用單位自負責任。



During booth setup and dismantling, vehicles, exhibits, construction materials, and packaging are strictly prohibited from blocking or obstructing electrical boxes, firefighting equipment, emergency escape doors, and various signs. They should not impede access to fire service access areas, emergency evacuation routes, and safety zones. If violations persist after being notified, the Company will forcibly remove them without further notice, and the removal costs will be deducted from the Tenant's security deposit. The Tenant shall bear responsibility for any resulting legal disputes or compensation liabilities.

10.5.2 停放或阻擋在消防活動區、緊急逃生避難或安全區域的汽車及物品，一概強制移除，且過程中造成汽車或物品之損壞，本公司均不負責，移除費用由所有人、駕駛或負責人或借用單位支付。

Any vehicles or items obstructing fire service access areas, emergency evacuation areas, or safety zones will be forcibly removed. The company shall not be held responsible for any damage to vehicles or items during the removal process. The removal costs shall be borne by the vehicle owner, driver, responsible person, or Tenant.

10.5.3 本中心室內及戶外之消栓箱均不得遮蔽，必須清楚可見。

All indoor and outdoor fire hydrant boxes in the Center must not be covered and should be clearly visible.

10.6 安全設備 Safety Equipment

自動灑水系統、火警警報器、滅火設備、煙霧偵測器、本中心入口之關閉裝置及其他安全設備，其位置標示與綠色緊急出口、避難方式等標誌必須隨時清楚可見，不得遮擋。

The automatic sprinkler system, fire alarm, firefighting equipment, smoke detectors, door closing devices at the entrances of the center, and other safety equipment must have clear and visible markings of their locations. Green emergency exits, evacuation routes, and other signages must also be unobstructed and clearly visible at all times.

10.7 嚴禁明火 Open Flame is Strictly Prohibited

禁止使用明火及任何明火表演等行為。



Use of open flames and any activities involving open flames are strictly prohibited.

10.8 煙霧機或其他特效 Smoke Machines and Other Special Effects

使用煙霧機或他特效須提列於展覽（活動）防護暨緊急應變計畫。

The use of smoke machines or any other special effects must be included in the exhibition (event) protection and emergency response plan.

單層展覽攤位如有封頂設計者，攤位內均應具備至少 2 只 10 磅 ABC 乾粉滅火器；攤位封頂面積每超過 50 平方公尺需增設滅火器 1 只。

For single-story exhibition booths with overhead designs, each booth must be equipped with at least two 10-pound ABC dry powder fire extinguishers. An additional fire extinguisher is required for every additional 50 square meters of overhead area.

10.9 其他 Others

10.9.1 因示範、操作展品而產生煙霧、廢氣、灰塵、惡臭、刺激性氣體及有機化學溶劑污染物等時，需自備污染處理設備，並立即妥善處理，不得影響隔鄰攤位之展出。若有上述污染情事，借用單位需禁止參展者現場示範操作或終止廠商展出，否則本公司得依每件次罰鍰借用單位新台幣 1 萬元，並由借用單位繳付之保證金內扣抵，情況嚴重者，則予以斷電停止展示或演出。

When smoke, exhaust fumes, dust, odors, irritating gasses, organic chemical solvents, or other pollutants are generated due to demonstration or operation of exhibits, exhibitors must bring their own pollution control equipment and promptly handle the pollutants to ensure they do not affect neighboring booths. In the event of such pollution incidents, the Tenant must prohibit exhibitors from demonstrating or operating on-site or terminate the exhibitor's participation. Failure to comply may result in a fine of NT\$10,000 imposed by the company for each violation, deducted from the Tenant's security deposit. In severe cases, power may be cut off to stop the demonstration or performance.

10.9.2 借用單位若須廣播時，須經本公司審查同意或修改後由借用單位派員廣播。

If the Tenant needs to broadcast, it must be reviewed and approved, or modified by the Company before the content can be broadcasted by the Tenant's personnel.



10.9.3 借用單位必須於展示區域內自備足量之消防滅火器材，本公司內嚴禁危險品及使用明火烹飪，易燃物品應避免入場，如確有需要，須加強安全措施及明顯標誌，並由借用單位開立書面切結，事先向本公司申請並獲同意。

The Tenant must provide an adequate number of fire extinguishers within the exhibition area. Hazardous materials and open flame cooking are strictly prohibited within the Center. Inflammable items should be kept out, but if necessary to be present, strict safety measures and clear signage must be implemented. The Tenant must provide a written undertaking and seek prior approval from the Company.

10.9.4 操作表演之展品，應加強防護設備，以免對觀眾造成傷害。

Exhibits involving performances must be equipped with enhanced protective measures to prevent harm to the audience.

10.9.5 食品類展覽，請借用單位事前通知參展廠商，應於每日展覽結束後，將食品及食材放置於固定容器內，以免被破壞，確保食物安全。

For food-related exhibitions, the Tenant should inform exhibitors in advance to place food and ingredients in designated containers after the end of each day's exhibition time to prevent damage and ensure food safety.

※ 本注意事項如有未盡事宜，由本公司另行修訂發布之

※ If there are any matters not covered by these guidelines, they will be reviewed and announced separately by the Company.



第十一章 違規及罰則 Chapter 11: Violations and Penalties

展場內禁止攜帶寵物，惟因展示需要，須攜帶寵物入場，已事先申請並經本公司同意者與導盲犬、醫師證明之情感支持動物不在此限。

Pets are prohibited in the exhibition area. However, if approval from the Company is obtained in advance, pets for exhibition purposes, guide dogs or emotional support animals with a doctor's certificate can be allowed.

11.1 懲罰性處置措施 Punitive measures

借用單位、參展廠商或裝潢承包商應共同遵守本作業規範，如違反本規範相關作業規定或作業不慎，而導致重大安全事故者，由借用單位、參展廠商或裝潢承包商負責賠償並負法律責任。除施以上述各項條款所述之罰則外，本公司得採下列處置：

Tenants, exhibitors, or decoration contractors must collectively adhere to the operational regulations. In the event of a major safety accident caused by a violation of the regulations or improper operation, tenants, exhibitors, or decoration contractors shall be responsible for compensation and legal liability. In addition to the penalties specified in the above clauses, the company may take the following actions:

(1) 制止違規人或違規之攤位繼續施工，或實施斷水、斷電之措施。

To prevent violators or booths in violation from continuing construction, or to cut off water or electricity.

(2) 封閉攤位，禁止展出。封閉攤位之費用由該參展廠商負擔。

To close down the booth and ban the exhibitor from the exhibition. The cost of closing the booth shall be borne by the exhibitor.

(3) 禁止該借用單位、裝潢承包商或參展廠商在 1 至 2 年內，於本中心舉辦或參加該項展覽/活動，或限制違規承包商於 1 至 2 年內不得進入本中心施工。



To disqualify the tenant, decoration contractors, or exhibitors from holding or participating in the specific exhibition/event at the Center for a period of 1 to 2 years, or restrict the violating contractor from entering the center for construction within 1 to 2 years.

(4) 本公司人員得拍照存證記錄違規資料，並強制停工或將違規者驅離本公司。

Personnel from the Company may take photographs to document violations and have the authority to stop any on-going activities, or eject violators from the Center.

(5) 違規之裝潢設施經勸告而未依規定改善者，本公司得立即強制拆除，拆除費用由違規之承包商全數負責。

If the decoration facilities are found to be in violation and the violator fails to rectify after being advised, the Company reserves the right to immediately dismantle the non-compliant structures. The cost of dismantling shall be fully borne by the violating contractor.

11.2 違規罰款 Penalties for Violations

以下違規行為，經本公司勸導仍拒絕或未依期限改善者，除予紀錄存證外，得視情節重大處以罰款如下：

The following violations, if not rectified within the specified timeframe upon the Company's notice to the violator, the violations will be recorded and may result in penalties as follows:

11.2.1 展場內吸菸 / 嚼食檳榔 / 賭博 / 打赤膊 / 穿著拖鞋者 (以下簡稱違規者) :

Smoking, consumption of betel nuts, gambling, wearing shirtless attire or slippers within the exhibition area (hereinafter referred to as violators):

第一次違規：開立告發單不罰款，並要求裝潢承包商 (統包) 責成違規者改善。

First offense: A warning will be issued without imposing a fine, and the decoration contractor (general contractor) will be required to ensure that the violator rectifies the behavior.

第二次違規：開立告發單罰款新臺幣 500 元。

Second offense: A warning will be issued with a fine of NT\$500.



第三次違規：開立告發單罰款新臺幣 1,000 元。

Third offense: A fine of NT\$1,000 will be imposed, and the violator will be issued a warning notice.

後續每增加乙次則採每次加罰新臺幣 500 元方式累進罰款，罰款對象為該違規者所屬裝潢商。上述吸菸 / 嚼食檳榔次數累計，係針對同一行為人，如為不同吸食 / 嚼食檳榔者，則另行累計。

For each subsequent offense, an additional fine of NT\$500 will be imposed, cumulative to the previous fines. The fines will be imposed on the decoration contractor hiring the violator. The cumulative count of smoking / consumption of betel nuts applies to the same individual. If different individuals are found smoking or consuming betel nuts, the counts will be tallied separately for each individual.

11.2.2 未經申請許可者於公共空間、會議室製造超過 70 分貝與以上之聲響，影響其他借用單位、與會者、參展觀眾等人員之使用權益，本公司得視違規情況分三階段處理：

Unauthorized individuals producing noise exceeding 70 decibels in public spaces or meeting rooms, affecting the use of the Center by other tenants, participants, exhibition visitors, and others, may be subject to a three-stage penalty based on the severity of the violation at the discretion of the company.

第一次違犯：當場口頭警告後開立告發單，並註明第二次違犯將開立罰款。

First offense: A verbal warning will be issued on the spot, the violator will be notified that a fine will be imposed for any subsequent offenses.

第二次違犯：當場開立告發單並逕行沒收保證金或收取罰金 5,000 元/次，並註明第三次違犯將立即停止活動進行。

Second offense: A warning will be issued on the spot, and the security deposit will be confiscated or a fine of NT\$5,000 will be imposed per offense. the violator will be notified that any further violations will result in the immediate cessation of his participation in the exhibition / event.



第三次違犯：除當場開立告發單外，並立即停止活動進行。且在二年內禁止該商借用或使用本中心

Third offense: In addition to issuing a warning on the spot, the violator's participation in the exhibition / event will be immediately halted. Furthermore, the person will be prohibited from renting or using the Center for a period of two years.

11.2.3 其餘違規情節及罰款：

11.2.3 Other Violations and Fines:

下列情形者，每人 / 次罰款新臺幣 1,000 元:

The following violations warrant a fine of NT\$1,000 per incident:

(1) 未使用「無痕膠帶」、地面膠帶未拆除乾淨或將拆除膠帶丟棄於地面或留有殘膠。

Not using "low tack adhesive tape," failure to completely remove adhesive residue on the floor, leaving removed tape or adhesive residue on the floor.

(2) 未經申請許可，任意於公共區域張貼文件、海報、指標或任何形象物。

Posting documents, posters, signs, or any visual materials in public areas without obtaining permission.

(3) 舞台支柱、鷹架、鐵件底盤等，接觸地面點未加鋪地毯或其他設備保護地面（以每一個點計罰）。

Stage pillars, scaffolding, metal chassis, etc., are found to be in contact with the floor without having a carpet or other protective equipment to cover the ground contact points (fined per contact point).

(4) 器材空箱（架）隨意堆放。

Empty boxes (racks) of equipment are discarded offhandedly.

(5) 本中心內使用手鋸，卻未於地面鋪設防護。

Using a hand saw inside the Center without protective covering on the floor.



下列情形者，每人 / 次罰款新臺幣 3,000 元

The following situations will result in a fine of NT\$3,000 per person / per incident.

(1) 進場車輛停放定點後不熄火、故意延遲卸貨或延遲駛離展場者。

Vehicles entering the venue that remain running after parking at designated spots, intentionally delaying unloading, or delaying departure from the exhibition area.

(2) 施工期間飲用酒精性飲料。

Consuming alcoholic beverages during construction periods.

(3) 器材於本中心場內直接觸地拖行。

Dragging equipment on the ground within the Center without any protective covering.

(4) 未經本公司同意自行接訊號（視訊、有線電視等）及使用其他設施、設備和器材。

Using signal reception (video, cable television, etc.) facilities, equipment, and devices without the consent of the Company.

(5) 施工人員未遵守勞工安全衛生管理規定者。

Failure to comply with labor safety and health management regulations.

(6) 鋪設線路（電線、訊號線等）未貼整齊，通過走道未裝設線槽或保護裝置。

Laying wiring (electrical wires, signal cables, etc.) without neat and proper taping, failure to install wire ducts or protective covers for wiring in aisles.

(7) 高空作業時未繫安全帶或未依規定進行施工。

Failure to wear a safety harness while working at heights, or failure to follow procedures as required.





有下列情形者，每人 / 次罰款新臺幣 10,000 元

The following violations will result in a fine of NT\$10,000 per person / per incident:

(1) 未分離之油水直接倒入本中心之排水管 / 溝內。

Directly pouring untreated oil-water mixture into the drainage / trenches of the venue.

(2) 進出貨車輛損毀入口鐵捲門。

Damaging the entrance roller shutter door with inbound or outbound cargo vehicles.

(3) 未經本公司許可拆除場地設備裝置。

Removing equipment or installations in the Center without permission from the Company.

(4) 損毀本中心場內設施、裝備及器材。

Damaging facilities, equipment, and installations in the Center.

(5) 自行於本中心架設鋸台進行木作切割。

Setting up a saw table for woodworking in the Center without permission from the Company.

因違反本規範而導致其他重大安全事故者，每一事件罰款新臺幣 2 萬元。若涉及對展場警衛人員之暴力行為，初犯罰款新臺幣 1 萬元，後續再犯每次加罰新臺幣 1 萬元依此累計。
A fine of NT\$20,000 for each incident resulting in other major safety accidents due to violations of the regulations. If it involves violent behavior towards venue security personnel, the first offense incurs a fine of NT\$10,000, with subsequent offenses incurring an additional NT\$10,000 fine, accumulating accordingly.

11.2.4 經勸告而未依管理單位規定改善者，立即強制拆除，拆除費用由借用單位及裝潢承包商連帶負責，或逕自由其保證金中加倍扣抵。





Those who fail to comply with instructions given by the Management Office after being advised to do so will be subject to immediate forced removal. The removal costs will be jointly borne by the Tenant and the decoration contractor, or deducted directly from their security deposit by double.

11.2.5 如有重大違規情事或違反職安規定屢勸不聽者，將發函通知借用單位，並副知委辦單位及相關承作裝潢廠商。

In cases of serious violations or violations depicted by occupational safety regulations, upon failure of rectification, a notification letter will be sent to the Tenant, with copies sent to the Organizer and decoration contractors.

11.2.6 本規範僅為原則性之規範，如有未盡事宜，由本公司另行制定並發布於大臺南會展中心官網。

The Regulations serve as a set of guiding principles. For matters not covered herein, the company shall establish additional provisions to be published on the official website of ICC Tainan.

大臺南會展中心施工廠商違反職業安全衛生法令裁罰項目 ICC TAINAN Penalty Items for Construction Contractors Violating Occupational Safety and Health Act

111 年 7 月 制定

Last updated in July, 2022

說明：違反法令規定，致本公司遭開立罰鍰概由違規廠商負一切法律賠償責任。

Explanation: In the event that a violation of statutory regulations results in penalties being imposed on the Company, the vendor in violation shall assume full legal responsibility for compensation.

項次 Item Number	違反項目 Violation Item	金額(新台幣) Penalty Amount (New Taiwan Dollar)	備註 Remarks
● 預防危害與損害 Prevention of Hazards and Damages			
1.	因施工不確實或材料、機具、人因、天災等因素造成攤位崩塌。 Collapse of booths due to improper construction or factors such as materials, machinery, human error, or natural disasters.	NT\$ 5,000	每處 per occurrence
2.	施工過程材料、運輸、機具、人因等因素造成展場處金剛砂混凝土或本中心地板任何一處損壞。 In the course of construction, damage to the terrazzo concrete of the exhibition venue or any part of the Center's flooring caused by materials, transportation, machinery, human error, or other factors.	NT\$ 5,000	每平方公尺 per square meter
3.	施工過程因過失或機具與車輛等因素造成展場處地面蓋板損壞損壞。 In the course of construction, damage to the Center's floor coverings caused by negligence or factors such as machinery and vehicles.	NT\$ 3,000	每處 per occurrence



項次 Item Number	違反項目 Violation Item	金額(新台幣) Penalty Amount (New Taiwan Dollar)	備註 Remarks
7.	高低差在二公尺以上工作場所 (含邊緣及開口部分) 未設有護欄、扶手、護蓋等防護設施。 Workplaces with a height differential of more than two meters (including edges and openings) that lack protective measures such as guardrails, handrails, or covers.	NT\$ 10,000	每處 per occurrence
8.	工作台、施工架未設置護欄、踏板、爬梯及扶手。 Work platforms and scaffolds that are not equipped with guardrails, planks, ladders, and handrails.	NT\$ 10,000	每處 per occurrence
9.	高度在二公尺以上處所設置工作平台困難，但仍未鋪設符合標準之安全網、防護網。 Failure to deploy standard-compliant safety nets or protective nets in locations	NT\$ 10,000	每處 per occurrence
10.	開口、缺口處或施工區域未設置安全圍欄及警示標誌。 Openings, gaps, or construction areas that are not equipped with safety barriers and warning signs.	NT\$ 10,000	每處 per occurrence
11.	搭架處昏暗未裝設照明及未有防止人員墜落防護措施。 Scaffolding areas that are poorly lit, without installed lighting, and are in lack of protective measures to prevent personnel from falling.	NT\$ 10,000	每處 per occurrence



項次 Item Number	違反項目 Violation Item	金額(新台幣) Penalty Amount (New Taiwan Dollar)	備註 Remarks
12.	水平安全母索設置低於高度 3.8 公尺，且其安全母索中間杆柱間距未超過 3 公尺以上。 Horizontal safety lifelines installed below a height of 3.8 meters, with the spacing between the mid-posts of the safety lifelines not exceeding three meters.	NT\$ 10,000	每處 per occurrence
13.	施工架上使用梯子、合梯等從事作業。 Using ladders, trestle ladders, and similar equipment for operations on scaffolds.	NT\$ 10,000	每處 per occurrence
14.	鋼管施工架構件之連接部份或交叉部份未以適當之金屬附屬配件確實連接固定，並以適當之斜撐材補強。 Failure to securely fasten the connections and junctions of steel pipe scaffold components with suitable metal fittings; and without reinforcement with appropriate diagonal bracing materials.	NT\$ 10,000	每座 per structure
15.	二公尺以上施工架未鋪滿踏板，或踏板鏤空縫隙大於三公分，踏板有脫落或位移之虞。 Scaffolds over two meters high that are not fully covered by planks, or where the planks have gaps larger than three centimeters, and there is a risk of the planks becoming dislodged or displaced.	NT\$ 10,000	每件 per item
16.	護蓋未有效防止滑溜、掉落或移動。 Protective covers that do not effectively prevent slipping, falling, or displacement.	NT\$ 10,000	每處 per occurrence



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17.	工具或物料放置於施工架上或高處結構物上，未加以固定有飛落之虞。 Failure to secure tools or materials placed on scaffolding or elevated structures, thus failing to prevent the risk of falling.	NT\$ 10,000	每件 per item
18.	高差超過 1.5 公尺以上之作業場所或施工架，未設置能使勞工安全上下之設備。 Workplaces or scaffolding with a height differential exceeding 1.5 meters without equipment that ensures the safe ascent and descent of workers.	NT\$ 10,000	每處 per occurrence
19.	使用之合梯超過二公尺，未設置垂直母索供勞工繫安全帶。 For trestle ladders exceeding two meters, failure to install a vertical lifeline for workers to secure their safety harnesses.	NT\$ 10,000	每件 per item
20.	使用合梯不符合職業安全衛生設施規則第 230 條規定，或於合梯上行走。 Use of trestle ladders that do not comply with Article 230 of the Occupational Safety and Health Regulations of Facilities, or walking on trestle ladders.	NT\$ 10,000 立即離場 Immediate ejection from the Center	每架 per scaffold
21.	工作場所有物體飛落之虞，未採取有效防止物體飛落之設備。 Failure to apply effective equipment to prevent objects from falling when there is such a risk.	NT\$ 10,000	每處 per occurrence



項次 Item Number	違反項目 Violation Item	金額(新台幣) Penalty Amount (New Taiwan Dollar)	備註 Remarks
22.	使用高空工作車，作為展場物件支撐頂高使用。 Using aerial work platforms as support or elevation for objects in the exhibition venue.	NT\$ 10,000	每處 per occurrence
23.	高空工作車使用前未申請，且未設專人指揮監督勞工依計畫從事作業。或作業人員攀爬高空工作車欄杆作業。 Failure to submit an application prior to using aerial work platforms. Failure to appoint a designated person to supervise workers and to ensure they adhere to the approved plan. Workers climbing over railings on aerial work platforms.	NT\$ 10,000	每件 per item
24.	抓斗車作業，於抓臂迴轉半徑內未發現有明顯管制人員進行現場管制作業也未設置三角錐警示。 In the course of grapple truck operation, absence of designated personnel for site control within the radius of the excavator arm rotation, and no warning cones have been set up.	NT\$ 10,000	每件 per item
25.	拆除構造物，並未設置有明顯之標示或三角錐警示，且拆除物下方人員任意進出有物體飛落砸傷之虞。 During the dismantling of structures, failure to place clear markings or warning cones. Unrestricted access beneath the dismantling, thus posing a risk of injury from falling objects.	NT\$ 10,000	每件 per item



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26.	<p>超高攤位施工方式未依施工圖說內容施作。 (停工改善直到符合圖說內容)</p> <p>The construction method for the ultra-high booth not adhering to the specifications outlined in the construction drawings. (Work must be halted until modifications are made to comply with the specifications in the drawings.)</p>	NT\$ 10,000	每處 per occurrence
● 預防感電 Preventing electric shock.			
27.	<p>配電活線或接近活線作業未使用絕緣防護具且無人監督。</p> <p>Working on live distribution lines or in close proximity to live lines without using insulated protective gear and without supervision.</p>	NT\$ 10,000	每人 per person
28.	<p>任由非相關電氣技術人員從事活線或接近活線作業。</p> <p>Allowing personnel not qualified for electrical work to engage in live line work or work near live lines.</p>	NT\$ 10,000	每人 per person
29.	<p>領班從事桿、塔或鋼架上作業，未盡指揮、監督責任。</p> <p>Supervisors failing to fulfill their duties of command and supervision while engaged in operations on poles, towers, or steel frames.</p>	NT\$ 10,000	每人 per person



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30.	<p>停電作業工作之兩端或工作桿作業前未檢電，未掛妥接地線。</p> <p>Failure to perform electrical checks or properly install ground wires before and after work involving power outages, or before operations involving operating rods.</p>	NT\$ 10,000	每處 per occurrence
31.	<p>配電工程活線或接近活線作業掩蔽不週全。</p> <p>In the course of distribution engineering, failure to apply proper protective coverings while working on or near live wires.</p>	NT\$ 10,000	每處 per occurrence
32.	<p>配電工程未領有活線工作證，從事活線或接近活線作業。</p> <p>In the course of distribution engineering, individuals engaged in work on live wires or in proximity to live wires without possessing a live work permit.</p>	NT\$ 10,000	每人 per person
33.	<p>活線作業或接近活線作業無人監督。</p> <p>Conducting work on live wires or work in proximity to live wires without supervision.</p>	NT\$ 10,000	每處 per occurrence
34.	<p>停電工作中於電路停電後，電路開關未上鎖或未掛停電作業警示牌。</p> <p>During power outage operations following the disconnection of the circuit, failure to lock the circuit switches or display a power outage operation warning sign.</p>	NT\$ 10,000	每處 per occurrence



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35.	在良導體設備內作業，照明燈未使用電壓 24V 以下之電源。 While working within a conductive structure, failure to power lighting at a voltage of 24V or lower.	NT\$ 10,000	每件 per item
36.	電源線穿越金屬結構物、暗渠或水、人孔等良導體場所，未使用絕緣電纜線或同等絕緣效力以上者，或穿越車道及走道未使用絕緣線槽板鋪設者。 Power lines going through metal structures, culverts, water, manholes, or other conductive locations without being equipped with insulated cables or those with equivalent or higher insulating effectiveness. Additionally, power lines crossing vehicular or pedestrian pathways without being equipped with insulated cable trays.	NT\$ 10,000	每處 per occurrence
37.	已掛停電作業卡之電氣設備擅自送電或操作，或未掛妥停電作業卡即從事檢修作業。 Powering or operating an electrical equipment marked with a power outage sign without permission, or commencing maintenance work without properly displaying a power outage sign.	NT\$ 10,000	每處 per occurrence



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38.	<p>開關場、開關箱、電盤、線路系統停電作業點 兩端未絕緣、未檢電、未確定掛妥接地線、掛 牌及未防止逆送電措施。</p> <p>At the sites of power outage operations involving switchyards, switch boxes, panels, and circuit systems, failure to observe the following procedures: insulation of both ends of a circuit, electrical testing, confirmation of properly installed grounding wires, placement of signage, and implementation of measures to prevent backfeeding of electricity.</p>	NT\$ 10,000	每處 per occurrence
39.	<p>於停電線路上，欲剪斷或接續電線時，其工作 點之兩端或其分歧點未掛妥接地線或未防止逆 送電措施。</p> <p>On a de-energized circuit, when attempting to cut or connect wires, appropriate grounding wires are not installed at both ends of the work point or at its branching points, nor are measures taken to prevent backfeeding of electricity.</p>	NT\$ 10,000	每件 per item
40.	<p>接用臨時電源未使用插座，而以裸線端直接插 用或鉤掛。</p> <p>Utilizing temporary power sources without employing sockets, instead employing bare wire ends that are directly inserted or hooked up.</p>	NT\$ 10,000	每件 per item



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41.	以銅線、鐵線等代替保險絲或將電線接於一次側。 Using copper wires, iron wires, or similar materials as substitutes for fuses, or connecting electrical wires to the primary side of circuits.	NT\$ 10,000	每件 per item
42.	電線電纜被覆破損或銜接處未使用絕緣帶包紮或僅以工業膠帶包紮者。 Electrical wires and cables with damaged insulation or damaged at connection points not being wrapped with insulating tape, or are merely wrapped with industrial tape.	NT\$ 10,000	每件 per item
43.	在發電廠或變電場內工作，未經許可，接用電源者。 Utilizing power sources without authorization while working within power plants or substation yards.	NT\$ 10,000	每處 per occurrence
44.	未經許可開啟電盤箱，或私自接用電源者。 Opening electrical panel boxes without permission or unauthorizedly tapped into power sources.	NT\$ 10,000	每處 per occurrence
45.	未經許可任意將車輛開入開關場或管制區域內。 Driving vehicles into switchyards or controlled areas without authorization.	NT\$ 10,000	每車次 Per trip



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46.	未在指定施工區域範圍內工作或擅自施工作業。 Conducting work outside the designated construction area or is commenced without authorization.	NT\$ 10,000	每件 per item
47.	未經許可擅自操作本中心各項設備或管閥。 Unauthorized operation of various equipment or valves in the Center without permission.	NT\$ 10,000	每件 per item
48.	隨意拆卸或掛設停、送電標示卡及警告標誌。 Unauthorized display or removal of power outage signs, power supply signs and warning signs.	NT\$ 10,000	每處 per occurrence
49.	施工用電源各分路未裝設漏電斷路器 (設置後失效，視同未裝置)；電纜線延長銜接處以電焊把手銜接者。 For construction power sources, failure to equip each branch circuit is with a ground fault circuit interrupter (a non-functioning installation is considered as not equipped); connecting cable extension joints with a welding torch handle.	NT\$ 10,000	每處 per occurrence
50.	電動機器或設備未確實掛妥接地線。 Failure to ground electric machinery or equipment properly.	NT\$ 10,000	每件 per item



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51.	攜帶超長物體通過或準備通過開關場、電氣加壓設備或管制區域。 Carrying overly long objects while passing through or intending to pass through switchyards, electrically energized equipment, or controlled areas.	NT\$ 10,000	每件 per item
52.	電焊或氣焊作業未採取鋪設擋板、防火毯等防火措施，使得火星四濺。 During electric or gas welding operations, failure to take fire-preventive measures such as the installation of barriers or fireproof blankets, resulting in sparks scattering.	NT\$ 10,000	每件 per item
53.	交流電焊機未裝設自動電擊防止裝置（設置後失效，視同未裝置）、未辦理自動檢查。 Failure to equip AC welding machines with automatic electric shock prevention devices (a device deemed non-functional after installation is considered as not equipped), and failure to complete the self-assessment checklist.	NT\$ 10,000	每件 per item
54.	直流電焊機外殼未接地，未辦理自動檢查。 Failure to ground the casing of DC welding machines, and failure to complete the self-assessment checklist.	NT\$ 10,000	每件 per item



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55.	電焊機二次側接地線未直接接於工作母材上，引發短路、火花，導致設備受損、損壞。 Failure to connect the grounding wire on the secondary side of the welding machine to the workpiece material, leading to short circuits and sparks, resulting in equipment damage or destruction.	NT\$ 10,000	每件 per item
56.	600 伏特以下之電氣設備前方，未保持 80 公分以上之水平工作空間 Failure to maintain a level working space of at least 80 centimeters in front of electrical equipment with voltages below 600 volts.	NT\$ 10,000	每處 per occurrence
57.	配電盤開關箱門板未依規定標示及上鎖。 Failure to label or lock the doors of distribution panel switch boxes required by regulations.	NT\$ 10,000	每處 per occurrence
58.	開關箱內匯流排同線裸露部份未設置絕緣遮護；開關箱外殼未接地。 Inside the switch box, failure to apply insulating covers to exposed parts of busbars; failure to ground the outer casing of the switch box.	NT\$ 10,000	每處 per occurrence
● 預防火災及爆炸 Preventing Fires and Explosions			
59.	電、氣焊作業未鋪設檔板或防火毯，防止火星四濺。 During welding operations, failure to install a splash guard or fire blanket to prevent sparks from scattering.	NT\$ 10,000	每件 per item



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60.	<p>在嚴禁煙火區未申請動火許可擅自動火，防護區劃未使用耐燃材料，地毯、窗簾、布幕、展示用廣告板等未使用防焰材質裝修。</p> <p>In areas where smoking is strictly prohibited, unauthorized ignition without obtaining a hot work permit is prohibited. Failure to use flame-retardant materials for fire protection zones; failure to use flame-resistant materials for furnishings such as carpets, curtains, drapes, and advertising boards.</p>	NT\$ 30,000	每處 per occurrence
61.	<p>油布、包裝紙、木屑、塑膠袋或其他易燃物任其棄置未妥善清理。</p> <p>Leaving oilcloth, packaging paper, sawdust, plastic bags, or other flammable materials unattended; failure to properly clean up such items.</p>	NT\$ 10,000	每處 per occurrence
62.	<p>在坑井、塔、槽、人孔、隧道及涵洞等局限空間作業，未經申請動用火種而動火者。</p> <p>Utilizing sources of ignition without permission while operating in confined spaces such as pits, towers, tanks, manholes, tunnels, and culverts.</p>	NT\$ 10,000	每件 per item
63.	<p>氧氣、乙炔鋼瓶漏氣或壓力表損壞未停用檢修，或堆積貯存於工作場所未妥善管理。</p> <p>Failure to take leaking oxygen or acetylene cylinders or damaged pressure gauges out of service for inspection and repair; storing them in the workplace without proper management.</p>	NT\$ 10,000	每處 per occurrence



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64.	氧氣、乙炔或其他高壓氣瓶未繫牢、直立使用，或未加設遮蓬任由太陽曝曬。 Failure to securely fasten oxygen, acetylene, or other high-pressure gas cylinders; failure to use them in an upright position; or exposing them to direct sunlight without protective covering.	NT\$ 10,000	每處 per occurrence
65.	在禁煙區吸煙或在油漆施工中吸煙。 Smoking in no-smoking zones or while painting is in progress.	NT\$ 10,000	每人 per person
66.	在工地現場燃燒任何物體。 Burning any objects at the construction site.	NT\$ 10,000	每處 per occurrence
67.	氧氣、乙炔瓶或高壓鋼瓶以單索吊運，未使用吊籃或吊運時未繫牢平穩。 Lifting oxygen, acetylene, or high-pressure steel cylinders using a single rope without a lifting basket; or failure to securely fasten and stabilize such cylinders when they are being lifted.	NT\$ 10,000	每件 Per item
68.	任意移動滅火器或使用後未歸原位。 Moving fire extinguishers with no valid reason or failure to return them to their original positions after use.	NT\$ 10,000	每處 per occurrence



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69.	在限制動用火種場所，雖經許可動用火種施工，但仍未做好各項防火安全措施。 Failure to implement adequate fire safety measures in areas where the use of open flames is restricted, regardless of obtaining permission for construction involving open flames.	NT\$ 10,000	每項 per item
70.	使用電焊機時，二次側接地線未鎖緊而任其炙熱發紅者，或電焊機外殼未接地。 When using an arc welding machine, failure to securely fasten the secondary side grounding wire, allowing it to become hot and turn red, or not grounding the welding machine casing.	NT\$ 10,000	每處 per occurrence
71.	油漆、有機溶劑等空桶任意棄置，或堆積貯存於工作場所未有效通風、妥善管理。 Improper disposal of empty containers of paint, organic solvents, and similar substances; storing such items in the workplace without adequate ventilation or proper management.	NT\$ 10,000	每處 per occurrence
● 預防中毒 Preventing poisoning			



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72.	<p>在坑井、塔、槽、人孔、隧道及涵洞等局限空間作業，未作氧氣、危險物及有害物濃度測定（未留紀錄視同未測定），或未通風、換氣、派專人監護。</p> <p>Operating in confined spaces such as pits, towers, tanks, manholes, tunnels, and culverts without examination of oxygen levels, hazardous substances, and harmful concentrations (failure to record is considered as no examination), or without proper ventilation, air exchange, and assigning dedicated personnel for supervision.</p>	NT\$ 10,000	每處 per occurrence
73.	<p>人孔作業作業人員未掛妥安全帶、安全母索、救生索、捲揚式防墜器、未備置空氣呼吸器等防護器具使用者。</p> <p>Personnel performing manhole operations not properly wearing safety harnesses, safety lanyards, lifelines, retractable fall arresters, or failure to keep respiratory protective equipment readily available.</p>	NT\$ 10,000	每人 或處 per person or per occurrence



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● 預防其他事故 Preventing other accidents			
74.	危險性機械或設備未取得檢查合格證，或未辦理自動檢查，無紀錄可查者。操作危險性機械或設備人員未經法定訓練合格。 Lack of valid inspection certificates for dangerous machinery or equipment, or failure to complete the self-assessment checklist; or failure to produce records for reference. Personnel operating dangerous machinery or equipment not certified through legally required training.	NT\$ 10,000	每件 Per item
75	使用起重機具從事吊掛及操作作業，未派專人指揮或作業人員未領有特殊安全衛生訓練合格證書。 Using lifting machinery for hoisting and tasks without assigning a dedicated supervisor; operators not possessing valid certificates of special safety and health training.	NT\$ 10,000	每人 或件 per person or per item
76.	起重機、吊籠、捲揚機、人員乘坐專用箱或升降設備作業中，人員攀登於被吊物件上或吊具上。 During the operation of cranes, hoists, winches, lifting cages, or lifting equipment, individuals climbing onto the suspended objects or rigging.	NT\$ 10,000	每人 per person



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77.	吊運作業時人員進入吊掛物下方。 Personnel entering areas underneath suspended loads during lifting operations.	NT\$ 10,000	每人 per person
78.	起重機外伸撐座未伸至最大極限位置。 Outrigger stabilizers of the crane not being extended to their maximum position.	NT\$ 10,000	每件 per item
79.	起重機具吊鉤無防滑舌片、過捲預防裝置；運轉時，人員在吊舉物下方。昇空車或移動式起重機（吊臂車等）未依規定接地或接地不良。 Crane hooks without anti-slip hook latch or anti-roll-over devices; personnel being positioned underneath the lifted load during operation. Aerial platforms or mobile cranes (such as crane trucks) not being properly grounded according to regulations, or with poor grounding.	NT\$ 10,000	每件 per item
80.	高空作業時未備工具袋，隨意拋擲工具、器材、物料。 Working at heights without proper tool bags, throwing of tools, equipment, or materials without valid reasons.	NT\$ 10,000	每次 per occurrence
81.	使用各式砂輪機未載妥保護面罩或防護眼鏡者。 Operating grinders without wearing proper protective face shields or safety goggles.	NT\$ 10,000	每人 per person



項次 Item Number	違反項目 Violation Item	金額(新台幣) Penalty Amount (New Taiwan Dollar)	備註 Remarks
82.	從事粉塵作業時，未使用集塵機、安全護目鏡及防塵口罩等防護裝備與設備。 When engaged in dust-producing tasks, failure to use dust collectors, safety goggles, dust masks and other protective equipment and devices.	NT\$ 10,000	每人 per person
83.	承攬廠商工地及職安衛負責人員，無故未參加施工前危害告知會議、安全衛生座談會、安全衛生連繫會議及其他安全衛生會議。 Occupational safety and health personnel or persons in charge of the construction sites failing to attend pre-construction hazard briefings, safety and health forums, safety and health liaison meetings, and other safety and health meetings without valid reasons.	NT\$ 10,000	每人 per person
84.	未經許可任意操作消防設備或使用本中心任何電氣設施，或未經許可進入非施工區域。 Operating fire-fighting equipment or using any electrical facilities of the Center without permission, or entering non-construction areas without authorization.	NT\$ 10,000	每件 per item
85.	路邊施工未申請挖路許可，或擅自設置加工場、組裝場。 Construction along roadsides without a valid road excavation permit, or unauthorized setup of processing or assembly areas.	NT\$ 10,000	每處 per occurrence



項次 Item Number	違反項目 Violation Item	金額(新台幣) Penalty Amount (New Taiwan Dollar)	備註 Remarks
86.	道路施工或借用道路施工未設置交通安全警示設施及警告標誌。 Road construction or temporary construction at roads without displaying traffic safety signs and warning signs.	NT\$ 10,000	每處 per occurrence
87.	消防及避難設備前堆放裝潢物件，有妨礙使用之虞。 Stacking decoration materials in front of firefighting and evacuation equipment, posing obstacles to their use.	NT\$ 10,000	每處 per occurrence
88.	所有工作人員進入施工區域（展覽、活動及會議等佈置區域）未戴安全帽（應符合 CNS1336 標準）、未繫妥安全帶、裸露上身、未配戴相關作業防護工具。 Failure to wear safety helmets (compliant with CNS1336 standards) when entering construction areas (exhibition, event, and conference setup area); failure to secure safety harnesses, cover their upper bodies, or wear relevant operational protective gears.	NT\$ 10,000	每人 per person



項次 Item Number	違反項目 Violation Item	金額(新台幣) Penalty Amount (New Taiwan Dollar)	備註 Remarks
89.	<p>工作場所負責人離開現場未指定代理人或代理人未到現場，或職安衛負責人員未依規定實施職業安全衛生防災計畫。</p> <p>Person in charge leaving the site without designating a proxy; or the designated proxy not being present, or the occupational safety and health personnel not implementing the occupational safety and health disaster preparedness plan as required.</p>	NT\$ 10,000	每次 per occurrence
90.	<p>被指定人員未參加安全衛生違規講習或安全接談或宣導訓練、或操作人員未經法定訓練合格且領有操作合格證，除罰款外，須立即停止作業。</p> <p>Designated personnel failing to attend safety and health seminars or safety briefings, or training sessions; operators not being legally trained and certified. Apart from being imposed penalties, operations must be immediately suspended.</p>	NT\$ 10,000	每人 per person
91.	<p>現場施工人員異動未填報，或與工作證照所有人不符。</p> <p>Changes in on-site construction personnel not being reported, or not matching the individuals listed on the work permits.</p>	NT\$ 10,000	每人 per person



項次 Item Number	違反項目 Violation Item	金額(新台幣) Penalty Amount (New Taiwan Dollar)	備註 Remarks
92.	經現場查對承攬商施工人員未在施工人員名冊內，作業前未對施工人員實施事前危害告知並留存記錄。 Upon on-site verification, construction personnel from subcontractors not being listed in the roster; failure to notify construction personnel of potential hazards before operation; or failure to produce records of such notification.	NT\$ 10,000	每人 per person
93.	施工廠商未按照原排定之工程施作；或於夜間、例假日出工施作未事先申請工作許可，擅自施工。 Construction contractor deviating from the original scheduled construction plan, conducting work at night or during holidays without prior application for work permits, engaging in unauthorized construction activities.	NT\$ 10,000	每件 per item
94.	起重機進中心作業未辦理進場申請，駕駛員及起重機未備妥一機三證文件。 Operating a crane within the Centre without submitting an entry application, crane operator and crane lacking the three necessary certificates.	NT\$ 10,000	每車 per vehicle
95.	任意拆除或蓄意使安全衛生設備喪失效能者。 Intentionally dismantling or causing safety and health equipment to become inoperative.	NT\$ 10,000	每件 per item



項次 Item Number	違反項目 Violation Item	金額(新台幣) Penalty Amount (New Taiwan Dollar)	備註 Remarks
96.	承攬廠商於承攬契約有效期間內，於進場作業期間發生死亡災害或罹災人數三人以上之重大職業災害（500 萬以下工程扣減工程款 1/10）。 During the effective period of the subcontract, if a fatal accident or a major occupational disaster involving three or more injured persons occurs during the setup operations, a deduction of one tenth of the contract amount will be made for projects valued under NT\$5,000,000.	NT\$ 500,000	每人 或件 per person or per occurrence
97.	承攬廠商於承攬契約有效期間內，於進場作業期間發生失能傷害或火警，非重大職業災害（500 萬以下工程扣減工程款 2/100）；未於事故發生三日內報告者加倍扣款。 During the validity period of the subcontract, if an injury or fire causing permanent disability occurs during the setup operations, and these are not classified as major occupational accidents, a deduction of 2% of the contract amount will be applied for projects valued under NT\$5,000,000. If the accident is not reported within three days of its occurrence, the deduction will be doubled.	NT\$ 10,000	每人 或件 per person or per occurrence



項次 Item Number	違反項目 Violation Item	金額(新台幣) Penalty Amount (New Taiwan Dollar)	備註 Remarks
98.	<p>營造工程施工架組配、擋土支撐、模板支撐、鋼構組配、隧道開挖或襯砌、缺氧作業、有機溶劑作業、露天開挖作業等未選任領有安全衛生訓練合格之作業主管，負責監護。</p> <p>In construction projects involving scaffolding assembly, earth retention support, formwork support, steel structure assembly, tunnel excavation or lining, oxygen-deficient operations, organic solvent operations, and open-pit excavation operations, failure to appoint a supervisor who is certified in safety and health training to oversee these activities.</p>	NT\$ 10,000	每件 per item
99.	<p>進入本會展中心施工作業人員，應取得不得少於 6 小時職業安全衛生教育訓練證明，及其他視法令規範或相關工作性質應取得勞安證照者。</p> <p>Personnel entering ICC Tainan for construction operations not obtaining certification of having completed no less than six hours of occupational safety and health education training, or not acquiring any other labor safety certifications as required by legal regulations or relevant to the nature of their work.</p>	NT\$ 10,000	每人 per person



項次 Item Number	違反項目 Violation Item	金額(新台幣) Penalty Amount (New Taiwan Dollar)	備註 Remarks
100.	承攬廠商未配合接受本會展中心辦理工程履約能力普查或相關安全衛生管理調查查證者。 Subcontractors failing to cooperate with ICC Tainan in conducting surveys or investigations related to capabilities to fulfill the contract or safety and health management.	NT\$ 80,000	每次 per occurrence
101.	承攬廠商經通知辦理工程履約能力普查或相關工安管理調查複查事宜，仍不接受複查者。 Upon notification to undergo an evaluation of capabilities to fulfill the contract or a reinspection related to occupational safety and health management, subcontractors still refusing to comply.	NT\$ 80,000	每次 per occurrence
102.	承攬廠商未依照核備之安全衛生計畫之事項確實辦理者。 Subcontractors failing to accurately implement the measures stipulated in the approved safety and health plan will be held accountable.	NT\$ 10,000	每項 per item
103.	工作場所有車輛進出通行被撞之虞時，未指派專人指揮引導，工作者未配戴反光帶之施工背心。 When there is a risk of collision due to vehicle traffic in and out of the worksite, failure to assign personnel to direct and guide the traffic, or failure for aforementioned personnel to wear construction vests with reflective strips.	NT\$ 10,000	每人 per person



項次 Item Number	違反項目 Violation Item	金額(新台幣) Penalty Amount (New Taiwan Dollar)	備註 Remarks
104.	電焊機進場，未申請檢驗商檢查合格。 When bringing welding machines onto the site, failure to apply for and pass an inspection by a certified inspector.	NT\$ 10,000	每件 per item
105.	起重機進場，未申請進場許可。 Failure to apply for an entry permit before bringing a crane onto the site.	NT\$ 10,000	每件 per item
106.	作業場所未設置足夠之採光照明，使勞工於照明不足之場所工作。 Failure to provide sufficient lighting at the worksite, causing workers to operate in inadequately illuminated areas.	NT\$ 10,000	每件 per item
107.	作業場所每日工作完畢，未加以整理整頓。 Failure to organize and tidy the worksite at the end of each day's operations will be considered non-compliance with workplace maintenance standards.	NT\$ 10,000	每次 per occurrence
108.	作業人員未依規定參加勞工保險者。 Workers failing to enroll in labor insurance as required.	NT\$ 10,000	每人 per person
109.	電焊機二次側電焊把手至電焊機接線端子之電纜線長度逾 50 公尺以上或電纜線破皮或延長線接點裸露未絕緣。 If the length of the cable from the secondary side of the welding handle to the terminal of the welding machine exceeds 50 meters, or if the cable is damaged (exposing the internal wiring) or extension cord connections are exposed and not insulated.	NT\$ 10,000	每件 per item



項次 Item Number	違反項目 Violation Item	金額(新台幣) Penalty Amount (New Taiwan Dollar)	備註 Remarks
110.	電焊機擺置現場停工未使用期間未辦理自動檢查或安全措施狀態不符法令規定。 If welding machines are left on-site during periods of inactivity without undergoing routine automatic inspections or if the safety measures in place do not comply with legal regulations.	NT\$ 10,000	每件 per item
111.	電焊機二次側接地線未直接接於工作母件上或未使用可撓性電纜線作為接地線。 If the grounding cable of the secondary side of a welding machine is not directly connected to the workpiece, or if a flexible cable is not used for the grounding connection, this will constitute a violation of the safety standards.	NT\$ 10,000	每件 per item
112.	攜帶含有酒精成分飲料（維士比、保力達等）進入作業場所者或於作業場所飲用含酒精成分飲料、食用檳榔或抽菸者。 Individuals bringing alcoholic beverages (such as Whisbih, Paliida, etc.) into the worksite, or consuming alcoholic beverages or betel nuts, or smoking at the worksite.	NT\$ 10,000	每人 per person
113.	使用挖土機、堆高機等車輛系營建機械從事吊掛作業。 Using construction vehicles such as excavators and forklifts to perform lifting operations.	NT\$ 10,000	每件 per item



項次 Item Number	違反項目 Violation Item	金額(新台幣) Penalty Amount (New Taiwan Dollar)	備註 Remarks
114.	進場堆高機未有安全標章。 Forklifts entering the site without Commodity Safety Mark will be considered non-compliant with the required safety standards.	NT\$ 10,000	每台 per vehicle
115.	堆高機頂蓬、後扶架拆除。 Removal of the overhead guard or rear support on forklifts.	NT\$ 10,000	每台 per vehicle
116.	堆高機於駕駛者離開其位置時，未將貨叉等放 置於地面，並將原動機熄火、制動。 Forklift operators leaving their position without lowering the forks to the ground, turning off the engine, and engaging the brakes.	NT\$ 10,000	每台 per vehicle
117.	堆高機設置之警報裝置未確實使用。 Failure to properly use the warning devices installed on forklifts.	NT\$ 10,000	每台 per vehicle
118.	使用堆高機貨叉所承載貨物之托板作為上下工 具。 Using the pallets carried on the forks of forklifts as a platform for ascending or descending.	NT\$ 10,000	每件 per occurrence
119.	拒絕、規避、阻撓主管機關或本會展中心相關 人員工安查核。 Refusing, evading, or obstructing the supervisory authorities or ICC Tainan personnel from conducting safety inspections.	NT\$ 10,000	每件 per occurrence



項次 Item Number	違反項目 Violation Item	金額(新台幣) Penalty Amount (New Taiwan Dollar)	備註 Remarks
120.	<p>其他上述未及臚列，且已違反本交付承攬工程安全衛生輔導要點各項條款暨合約相關安全衛生規定，或職業安全衛生法令各項規定，經本會展中心以口頭或書面通知限期改善而未改善者。</p> <p>Any violations not specifically listed above that breach the safety and health guidelines of the subcontracted construction projects, contractual safety and health provisions, or any regulations under the Occupational Safety and Health Act, and which remain unrectified after ICC Tainan has provided verbal or written notification with a set deadline.</p>	NT\$ 10,000	每件 per occurrence
121.	<p>如有違反法令規定，致本會展中心遭開立罰鍰或因而衍生之意外責任者，概由場地承租事業單位及相關違規廠商負一切責任。</p> <p>Should violations of any regulations result in ICC Tainan being fined or accidental liabilities, all responsibilities and liabilities shall be borne by the Tenant and relevant non-compliant subcontractors.</p>		



大臺南會展中心承攬廠商施工前標準作業規範 ICC TAINAN Pre-construction Regulations for Standard Operations of Contractors

111 年 7 月 制定

Last updated in July, 2022

第 1 章 目的 Chapter 1: Purpose

為防止職業災害，保障勞工安全與健康，依職業安全衛生法第 25、26、27 條制定本規範，特此明定施工廠商、承攬人及其再承攬人等應遵守本規範，本規範未規定者，適用其他有關法律之規定。適用範圍包含進入本會展中心各區域工作之承攬工作者及經本會展中心所核准者，於施工期間，除遵守合約規定外，應同時遵守政府職業安全衛生法令及本會展中心職業安全衛生規定。

To prevent occupational accidents and ensure the safety and health of all personnel, "ICC TAINAN Pre-construction Regulations for Standard Operations of Contractors" (hereinafter referred to as "Regulation") is established in accordance with Articles 25, 26, and 27 of the Occupational Safety and Health Act. It expressly requires that construction companies, contractors, and their subcontractors comply with this Regulation. If not specified in this Regulation, other legal provisions shall apply. This Regulation applies to all contractors working in all areas of ICC Tainan and personnel approved by ICC Tainan. During the construction period, in addition to adhering to contractual stipulations, they must also comply with government occupational safety and health regulations and the safety and health provisions of ICC Tainan.



第 2 章 法令規定 Chapter 2: Legal Requirements - Occupational Safety and Health Act

第 25 條：

Article 25:

1. 事業單位以其事業招人承攬時，其承攬人就承攬部分負本法所定雇主之責任；原事業單位就職業災害補償仍應與承攬人負連帶責任。再承攬者亦同。

When business entities recruit contractors for projects, their contractors assume the responsibilities of the employers stipulated in this Act for the portion contracted; the original business entities shall assume joint liabilities with the contractors for occupational accident compensation. The above also applies to subcontractors.

2. 原事業單位違反本法或有關安全衛生規定，致承攬人所僱勞工發生職業災害時，與承攬人負連帶賠償責任。再承攬者亦同。

When the original business entities violate this Act or related safety and health regulations, resulting in occupational accidents suffered by laborers employed by the contractors, they assume joint liabilities with the contractors for indemnity. The above also applies to subcontractors.

第 26 條：

Article 26:

1. 事業單位以其事業之全部或一部分交付承攬時，應於事前告知該承攬人有關其事業工作環境、危害因素暨本法及有關安全衛生規定應採取之措施。

Prior to contracting its operations in whole or in part, business entities shall inform the contractors of the work environment, hazardous elements, and measures required by this Act and related safety and health regulations.

2. 承攬人就其承攬之全部或一部分交付再承攬時，承攬人亦應依前項規定告知再承攬人。

Prior to subcontracting all or part of the work contracted, contractors shall also inform the subcontractors in accordance with the preceding paragraph.



第 27 條：

Article 27:

事業單位與承攬人、再承攬人分別僱用勞工共同作業時，為防止職業災害，原事業單位應採取下列必要措施：

When business entities, contractors and subcontractors individually hire laborers to work together, the original business entities shall institute the following necessary measures to prevent occupational accidents:

2.1 設置協議組織，並指定工作場所負責人，擔任指揮、監督及協調之工作。

Establish a consultative organization, and appoint a person responsible for supervision and coordination of the workplace.

2.2 工作之連繫與調整。

Regulate and integrate work.

2.3 工作場所之巡視。

Conduct inspections of the workplaces.

2.4 相關承攬事業間之安全衛生教育之指導及協助。

Direct and assist in safety and health education related to the contracted work.

2.5 其他為防止職業災害之必要事項。

Other measures necessary to prevent occupational accidents.

2.6 事業單位分別交付二個以上承攬人共同作業而未參與共同作業時，應指定承攬人之一負前項原事業單位之責任。

If the business entities contract two or more contractors for joint operation, but the business entities themselves do not participate in such work, one of the contractors shall be designated to assume the business entities' responsibilities set forth in the preceding paragraph.



第 3 章 一般規定 Chapter 3: General Provisions

3.1 承攬商應遵守有關職業安全衛生法令及本會展中心有關之安全衛生規章。

Contractors must comply with relevant occupational safety and health laws and the safety and health regulations of ICC Tainan.

3.2 承攬商之再承攬人，其責任與義務與承攬人相同，應遵照本作業規範。

Subcontractors of the contractor bear the same responsibilities and obligations as the contractor and must adhere to this Regulation.

3.3 承攬商於工程開工作業前，應依事前告知之工作場所環境中潛在危害、消防設施及安全衛生規定事項，採取必要的防範措施，其他法令有規定者亦應遵守執行。

Before commencing work, contractors must take necessary precautionary measures based on the potential hazards, fire safety facilities, and safety and health regulations previously communicated about the worksite environment. They must also comply with any other relevant legal requirements.

3.4 承攬廠商所聘僱之工作人員需年滿 18 歲，投保勞工保險或意外險。

Contractors must ensure that their employed workers are at least 18 years old and are covered by labor insurance or accident insurance.

3.5 入場作業工作者，應由承攬商進行必要之安全衛生教育訓練，並聽從本會展中心必要協助及指導，其執行結果應留存紀錄。

Workers entering the worksite must receive necessary safety and health training conducted by the contractor. They should also follow any guidance provided by ICC Tainan. Records of the training must be maintained.

3.6 與本會展中心共同作業之承攬商，於承攬工程開工前，應組成安全衛生協議組織，並遵守協議規定及決議事項。

Contractors working in ICC Tainan must establish a safety and health consultative organization before commencing any contracted projects. They are required to adhere to the agreed-upon protocols and resolutions of this organization.



3.7 承攬商應與自行招募之再承攬人組成廠商安全衛生協議組織，並擔任工地場所負責人。

Contractors shall form a vendor safety and health consultative organization with their subcontractors, and this organization shall be in charge of health and safety matters in the construction site.

3.8 承攬商施工前，應擬定職業災害防止計畫及各項自主管理檢查表，對於可能發生之災害及意外事故，事先採取必要之防護措施。

Before commencing work, the contractor shall draft an Occupational Accident Prevention Plan and relevant self-management checklists, and take necessary preventive measures for potential disasters and accidents.

3.9 有關職業災害防止計畫、各項自主管理檢查表、協議事項、會議記錄、緊急應變計畫，均應確實填寫及妥善保管，本會展中心必要時得要求檢查。

The Occupational Accident Prevention Plan, self-management checklists, agreements, meeting records, and emergency response plans shall be accurately completed and properly maintained. ICC Tainan may conduct inspections whenever necessary.

3.10 因職災預防措施不足及疏於管理、教育，造成人員傷害、工作損失、觸犯法令之一切責任，由承攬廠商負完全責任。

The contractor shall bear full responsibility for any injuries to workers, losses, or legal violations resulting from insufficient occupational hazard prevention measures and lax management or training.

3.11 承攬商於施工前應填寫施工時間申請單，經本會展中心核可後實施。

Prior to construction, the contractor shall complete a Construction Time Application Form, which shall be implemented upon approval by ICC Tainan.

3.12 承攬商對於危險作業如侷限空間、吊掛、高架、施工架、動火、活電等作業，應填寫危險作業申請單，經本會展中心核可後實施。



Contractors shall complete a Hazardous Work Application Form for operations involving confined spaces, lifting, scaffolding, hot work, live electricity, and similar hazardous activities. They shall only proceed after obtaining approval by ICC Tainan.

3.13 本會展中心對於承攬商之作業設施或作業方法，認為有危害人員安全顧慮時，得隨時令其停工，至危害消失為止。

ICC Tainan may suspend contractors' work at any time if the operations of the contractors are deemed to be posing a safety concern to personnel. Work shall only resume after rectification.

3.14 作業人員進入工作場所，應依作業特性，配帶必要之個人安全衛生防護具。

Personnel entering the worksite shall wear necessary personal protective gears in accordance with operational needs.

3.15 危險性機械設備操作人員，應依法取得合格執照，始可操作。

Operators of hazardous machinery must obtain a valid license in accordance with the law before they can operate.

3.16 承攬商對於所僱用之工作人員，應實施必要之安全衛生教育訓練及災害預防訓練。

Contractors shall provide necessary safety and health training and accident prevention training to their employees.

3.17 承攬商必須負責施工現場環境清潔、整頓，工程所產生之廢棄物應自行清除。

Contractors are responsible for maintaining cleanliness and tidiness at the construction site, and they are responsible for appropriate disposal of any waste generated throughout their operations.

3.18 施工或活動期間內因任何疏忽致發生職業災害或其他意外事故時，承攬廠商應負一切法律賠償責任。

The contractor shall bear all legal liability for compensation in the event of any occupational accidents or other unforeseen incidents due to negligence during construction or other activities.



第 4 章 作業中注意事項 Chapter 4: Operation Precautions

4.1 施工區域應穿著工作服、戴安全帽(符合 CNS1336 標準)·嚴禁赤膊及穿著拖鞋。

In the construction areas of ICC Tainan, individuals must wear work attire and safety helmets (compliant with CNS 1336 standards). Being shirtless or wearing slippers are strictly prohibited.

4.2 施工區域應設置警告標示。

Warning signs must be displayed in the construction areas.

4.3 易燃物應標示並隔離存放。

Flammable materials must be labeled and stored in isolated locations.

4.4 人員不得搭乘堆高機或吊車等搬運機具。

Personnel are prohibited from riding on forklifts, cranes, or other material handling equipment.

4.5 嚴禁使用堆高機當作工作平台。

Using forklifts as a working platform is strictly forbidden.

4.6 危險氣體及油類使用，必須分類並做好管理。

Hazardous gasses and oils must be systemically categorized and properly managed.

4.7 每日作業前，應實施作業前安全防護裝備檢查及機具檢點。

Prior to operations, a safety inspection of protective equipment and machinery must be conducted everyday.

4.8 吊掛作業下方嚴禁人員行走或逗留。

Personnel are strictly prohibited from walking or lingering beneath suspended loads.

4.9 不得任意啟動本會展中心電氣及機器開關。



Unauthorized activation of electrical and machine switches at ICC Tainan is strictly prohibited.

4.10 經常定期檢查及保養機械設備。

Mechanical equipment must be regularly inspected and maintained.

4.11 正確使用防護具，防護具應檢點。

Protective gear must be used correctly and subjected to regular inspections.

4.12 電器接線應按指定開關箱接用，絕緣損壞之電器用品嚴禁使用。

Electrical wiring must be connected as specified to designated switch boxes. The use of electrical devices with damaged insulation is strictly prohibited.

4.13 施工區域嚴禁吸煙，施工時間內嚴禁酗酒。

Smoking is strictly prohibited in the construction areas, and the consumption of alcohol during construction hours is strictly forbidden.

第 5 章 其他作業注意事項 Chapter 5: Additional Operation Precautions

5.1 防止高架災害安全作業規定：

Safety Regulations to Prevent Accidents Related to Elevated Work:

5.1.1 高度二公尺以上之高架作業，應使用作業平台或施工架。

For elevated work at heights exceeding two meters, a work platform or scaffolding must be used.

5.1.2 高架作業應設置安全防護措施、護欄，人員上下用爬梯及施工架之強度規格需符合國家安全標準。

Elevated work must implement safety measures and guardrails. Ladders and scaffolding used for ascending and descending must meet national safety standards in terms of strength specifications.



5.1.3 承攬商僱用高架作業人員，應先查核健康狀況，凡有高架作業勞工保護措施標準規定限制之情況，禁止其從事高架作業。

Contractors employing personnel for elevated work must first verify their health condition. Individuals restricted under the standards set by the Elevated Work Labor Protection Measures are prohibited from engaging in such activities.

5.1.4 高架作業施工場所之周圍應設置警告標示及安全圍籬，警告或防止與作業無關人員進入危險區。

Warning signs and safety fences must be established around the perimeter of elevated work areas to alert and prevent unauthorized individuals from entering such work zones.

5.1.5 接近架空電路之高架作業，應先作好絕緣防護措施或設置屏蔽及警告標示等防護措施，以防止感電危害。

When conducting elevated work near overhead power lines, appropriate insulation measures or shielding and warning signs must be implemented to prevent the risk of electrocution.

5.1.6 施工架之設置、連結、支撐材、衍條、防護設施等應依相關法規要求設置。

The installation, connection, support materials, extensions, and protective facilities of scaffolding must be established in accordance with applicable legal requirements.

5.1.7 於有掉落危險顧慮之開口，應設置適當強度之護欄，並設立警告標示。

At openings where there is a risk of falling, guardrails of appropriate strength must be installed, along with warning signs.

5.1.8 高架作業施工人員，其使用之安全帶、安全索，應考慮施工地點至地面之高度，調整適當長度，索確實繫牢於附近高出腰部之堅固構造物上，必要時可設置安全母索，以供繫掛安全帶。

For personnel performing elevated work, the safety belts and lifelines used should be adjusted to appropriate lengths considering the height from the work location to the ground. These should be securely fastened to a solid structure that is higher than waist level nearby. If necessary, a safety master line may be installed to facilitate the attachment of safety belts.



5.1.9 每日作業前需確實檢查安全防護措施，及自主檢查作業。

Before operations commence, it is essential to thoroughly inspect safety precautions and conduct self-assessment of the work area everyday.

5.1.10 現場施工架之組構應具證照合格人員所核可後方可使用。

Scaffolding at the site can only be used after approval by certified personnel.

5.2 防止感電災害安全作業規定

Safety Regulations to Prevent Electrical Hazards

5.2.1 非確知該電路已停止送電，切勿接觸電路內部。

Do not touch the interior of the circuit unless it is confirmed that the circuit has been de-energized.

5.2.2 檢驗電路是否有電，應使用檢電器具。

To test whether a circuit is energized, appropriate electrical testers should be used.

5.2.3 不得以電線或其他金屬線代替保險絲。

Substituting fuses with wires or other metallic strings is strictly prohibited.

5.2.4 電線上不可懸掛物品。

Items must not be hung on electrical wires.

5.2.5 不可在電線上接裝過多電器，以防過載。

Do not connect an excessive number of electrical devices to a single electrical cord to prevent overload.

5.2.6 電器、電線絕緣破損時，應即停止使用。

Electrical appliances and wires must be discontinued from use immediately if their insulation is damaged.



5.2.7 電器起火，應以乾粉滅火器撲滅。

In the event of an electrical fire, a dry powder fire extinguisher should be used to extinguish the fire.

5.2.8 高架電焊作業，需確實鋪設防火遮蔽。

For elevated welding operations, proper fireproof shielding must be installed.

5.2.9 電焊機需加裝防電擊裝置。

Welding machines must be equipped with shock prevention devices.

5.2.10 電線放置地面上，為防止人員觸電，應使用絕緣線槽保護。

When electrical wires are placed on the ground, insulated wire troughs must be used to prevent electrocution risks.

5.3 防止墜落災害安全作業規定

Safety Regulations to Prevent Fall Hazards

5.3.1 對於高度在 2 公尺以上之作業場所，有遇強風、大雨等惡劣氣候致勞工有墜落危險時，應使勞工停止作業。

For work areas located at heights exceeding two meters, operations must be halted when adverse weather conditions such as strong winds or heavy rain present a risk of falling.

5.3.2 對於高差超過 1.5 公尺以上之場所作業時，應設置能使勞工安全上下之設備。

When working in areas with a height differential greater than 1.5 meters, equipment that ensures the safe ascent and descent of workers must be installed.

5.3.3 對於使用之移動梯應具有堅固之構造，其材質不得有顯著之損傷、腐蝕等現象。

The mobile escalators used must have a sturdy construction, with no significant damage or corrosion present in their materials.

5.3.4 防止滑溜或其他防止轉動之必要措施。

Implement necessary measures to prevent slipping or other measures to prevent rotation.



5.3.5 合梯單邊不得站立。

Standing on one side of a trestle ladder is prohibited.

5.4 防止侷限空間災害安全作業規定

Safety Regulations for Preventing Confined Space Incidents.

5.4.1 應禁止作業無關人員進入侷限空間之作業場所，於入口明顯而易見處所公告禁止進入之規定。

Non-essential personnel should be prohibited from entering the confined space work area. Provisions prohibiting entry should be prominently displayed at the entrance.

5.4.2 局限空間從事作業時，因空間廣大或連續性流動，可能有缺氧、空氣、危害物質流入致危害勞工者，應採取連續確認氧氣、危害物質濃度之措施

When working in extensive confined spaces, continuous movement may lead to oxygen deficiency or the inflow of hazardous substances endangering workers, measures to continuously monitor oxygen levels and hazardous substance concentrations should be implemented.

5.4.3 應指定合格人員檢點該作業場所，確認換氣裝置等設施無異常。

Qualified personnel should be designated to inspect the work area and ensure that ventilation equipment and other facilities are functioning properly.

5.4.4 應置備測定空氣中氧氣濃度之必要測定儀器（四用氣體偵測器），並採取隨時可確認空氣中氧氣濃度、硫化氫等其他有害氣體濃度之措施。

Necessary measuring instruments for determining oxygen concentration in the air (multi-gas detectors) should be provided and readings should be available instantly to confirm the oxygen concentration as well as concentrations of other harmful gasses such as hydrogen sulfide.

5.4.5 應準備之防護設備、救援設備及載明使用方法。

Protective equipment, rescue equipment, and their instructions for use should be made readily available.



5.5 高空工作車及起重機安全作業規定

Safety Regulations for Aerial Work Platforms and Cranes.

5.5.1 高空工作車及起重機升起之伸臂等下方從事修理、檢點等作業時，應使從事該作業勞工使用安全支柱、安全塊等，以防止伸臂等之意外落下致危害勞工。

When performing repairs or inspections underneath the raised arm of aerial work platforms and cranes, workers should use safety props, safety blocks, etc., to prevent accidental dropping of the boom and ensure worker safety.

5.5.2 高空工作車及起重機應具有合格人員方可操作。

Only qualified personnel should operate aerial work platforms and cranes.

5.5.3 起重機應具有一機三證合格證明文件，始可進場。

Cranes must possess the three necessary certificates before being allowed on-site.

5.5.4 不得超過高空工作車及起重機載荷重及能力。

The load capacity of aerial work platforms and cranes must not be exceeded.

5.5.5 為防止高空工作車及起重機之翻倒或翻落，危害勞工，應將其外伸撐座完全伸出，並採取防止地盤不均勻沉陷、路面之崩塌等必要措施。

To prevent overturning or tipping of aerial work platforms and cranes, which could endanger workers, the outriggers should be fully extended, and necessary measures should be taken to prevent uneven ground settling and road surface collapse.

5.6 危險物質災害安全作業規定

Safety Regulations for Operations Related to Hazardous Materials

5.6.1 實施處理及認識訓練，正確瞭解危險物質的性質。

Implement training on handling and identification of hazardous materials, ensuring a proper understanding of the nature of such materials.



5.6.2 危險物應勿放置超過法定容量。

Hazardous materials should not be stored beyond the legal capacity.

5.6.3 避免危險物因地震、撞擊等原因而起火。

Measures should be taken to prevent Ignition of hazardous materials due to earthquakes, collisions, or other reasons.

5.6.4 降低災害發生時延燒、傷害的程度。

Measures should be taken to reduce the extent of spread and harm caused by hazardous materials in the event of a disaster.

5.6.5 應依各種危險物質來考量滅火設備及對策。

Firefighting equipment and strategies should be tailored to the specific types of hazardous materials present.

5.7 室內裝修安全作業規定

Safety Regulations for Interior Works

5.7.1 依建築技術規則及各類場所消防安全設備設置標準所述，裝修材料需使用耐燃一級施作（不可使用夾板）。

According to the Building Technical Regulations and Standard for Installation of Fire Safety Equipments Based on Use and Occupancy, Class A fire-resistant materials (plywood is not permissible) must be used for interior works.

5.7.2 防火門及鐵捲門需 1 小時防火時效及阻熱性(F60A)。

Fire doors and roller shutters must have a fire resistance rating of 1 hour and thermal insulation properties (F60A).

5.7.3 穿越區劃牆之管線須設防火填塞。

Pipelines passing through compartment walls must be equipped with fireproof sealing.

5.7.4 風管需設防火閘門。



Ducts must be equipped with fire dampers.

5.7.5 若設分間牆，不可到天花頂（需距天花板下至少 50cm），如牆面需至頂隔間，則需自行送消防圖審，並增設相關消防設備及修正本會展中心圖控系統。

If partition walls are installed, they must not reach the ceiling (a minimum distance of 50cm from the ceiling is required). If walls need to extend to the top compartment, they must undergo fire department approval, and relevant fire safety equipment must be added, along with modifications to the ICC Tainan control system.

5.7.6 天花板高度需依原核准之性能式法規要求，可高不可低。

Ceiling heights must comply with the corresponding regulations. They can be higher but not lower than the approved standards.

5.7.7 建議室內燈具不使用高耗能（例如：鎢絲、鹵素、T9 傳統式燈具），本公司建議採用節能標章認可之燈具設備，裝修廠商需提供燈具數量及瓦數供本公司審查。

It is recommended that indoor lighting fixtures avoid high-energy consumption types (e.g., tungsten filament, halogen, T9 traditional fixtures). The Company suggests using lighting fixtures with energy-saving certification. Contractors must provide the quantity and wattage of lighting fixtures for the Company's review.

第 6 章 事故通報 Chapter 6: Accident Report

6.1 發現職業災害者，應即時以口頭通知承攬人之監工、工程負責人，並通知本會展中心負責人員。

In the event of a workplace injury, it is imperative to verbally inform the contractor's supervisor and project manager immediately, and also notify the responsible personnel at ICC Tainan.

6.2 承攬人之監工或工程負責人，應立即設法搶救並立刻通報救護單位，將傷患送往附近醫療院所治療，同時暫停施工，退避至安全場所，直到危害因素消滅，並經勞動檢查機構及本會展中心核准後始可復工。



The contractor's supervisor or project manager should immediately attempt rescue and promptly notify emergency services to transport the injured person to the nearest medical facility for treatment. Construction should be suspended, and personnel should retreat to a safe location until the hazards are eliminated. Resumption of work is subject to approval by the labor inspection authority and ICC Tainan.

6.3 事故善後處理，承攬人應配合本會展中心填寫意外事故職業災害調查分析報告表。

Following the accident, the contractor should cooperate with ICC Tainan to complete the Accident and Occupational Hazard Report form.

6.4 若發生重大災害時，經搶救處理後，應保持現場不得擅自移動或破壞，以便司法機關及勞動檢查機構之鑑定與檢查。

In the event of a major accident, after rescue operations, the scene must be preserved without unauthorized movement or alteration for examination and inspection by judicial and labor inspection authorities.

6.5 依據職業安全衛生法第 37 條第 2 項之規定，展覽、活動或會議期間（含進出場）如發生職業災害，借用單位應即採取必要之急救、搶救等措施，並會同本公司場地管理單位實施調查。

According to Article 37, Paragraph 2 of the Occupational Safety and Health Act, in the event of a workplace accident during an exhibition, event, or conference (including move-in and move-out), the Tenant should promptly take necessary measures such as first aid and rescue, and cooperate with the management office of ICC Tainan to conduct an investigation.

6.6 發生下列職業災害之一者，除必要之急救、搶救，雇主非經司法機關或勞動檢查機關許可，不可移動或破壞現場，承攬人應於 8 小時內通報勞動檢查機構，並通知本會展中心負責人員：

If any of the following workplace accidents occur, besides necessary first aid and rescue, the employer must not move or alter the scene without permission from judicial or labor inspection authorities. The contractor should report to the labor inspection authority within 8 hours and notify responsible personnel at ICC Tainan:

(1) 發生死亡災害。

Fatal accidents.



(2) 發生災害之罹災人數在三人以上。

Accidents involving three or more casualties.

(3) 發生災害之罹災人數在一人以上，且需住院治療。

Accidents involving one or more casualties requiring hospitalization.

(4) 其他經中央主管機關指定公告之災害。

Other accidents specified and announced by the central government authority.

6.7 災害發生後，承攬人應在工程協議會中做災害經過及對策報告。

After an accident occurs, the contractor should provide a report on the accident with corresponding measures during the project coordination meeting.

6.8 災害發生後，承攬人應對所屬員工做機會教育訓練，防止再度發生類似之事故。

After an accident occurs, the contractor should conduct training sessions for their employees to prevent similar accidents from happening again.

第 7 章 教育訓練 Chapter 7: Training

7.1 承攬商應對勞工施以從事工作及預防災變所必要之安全衛生教育、訓練。

Contractors shall provide necessary occupational safety and health training to workers for their operations and accident prevention.

7.2 勞工對於安全衛生教育訓練，有接受之義務。

Workers have an obligation to undergo occupational safety and health training.

7.3 無一定雇主或自營作業之勞工，應參加勞動部所核可單位舉辦安全衛生教育訓練課程。

Workers without a fixed employer or engaged in self-employment must attend occupational safety and health training organized by units approved by the Ministry of Labor.

7.4 對特殊或具高風險作業之勞工，應使其接受適於各該工作必要之安全衛生教育訓練。



Workers engaged in special or high-risk operations should receive occupational safety and health training tailored to the specific requirements of their work.

第 8 章 附則 Chapter 8: Supplementary Provisions

本規範經職業安全衛生管理小組訂定，公告本會展中心各單位及承攬單位遵守執行之，修正時亦同。

These regulations are established by the Occupational Safety and Health Management Team and are announced for compliance and implementation by all units and contractors of ICC Tainan. Amendments shall be observed in the same manner.



大臺南會展中心施工廠商安全衛生管理規範 ICC TAINAN Contractor Safety and Health Management Regulations

111 年 7 月 制定

Last updated in July, 2022

1. 依據職業安全衛生法第 23、第 24 條規定，明定承攬施工廠商安全衛生之權利與義務，作為事業單位管理之依據，特訂本規範，本規範未規範者，適用其他法律規定。

These regulations are established in accordance with Articles 23 and 24 of the Occupational Safety and Health Act, which specify the rights and obligations of contractors regarding occupational safety and health, and act as a basis for management by ICC Tainan. In cases where these regulations do not specify, other legal provisions shall apply.

2. 本規範適用範圍，包含進入大臺南會展股份有限公司「以下簡稱（本公司）」各區域工作之承攬工作人員及經本公司所核准者。

These regulations apply to contracted personnel working within all areas of ICC TAINAN Co., Ltd., hereinafter referred to as "the Company," and those approved by the Company.

3. 借用單位之施工廠商、施工之全部或部分勞務，交由另一承攬人承攬時，承攬人應告知再承攬人遵守本規範各項規範，承攬人就其全部或部分再承攬時亦同。

When a contractor entrusts all or part of the construction work or labor to another contractor, the contractor should inform the subcontractor to comply with the regulations outlined in this document. The contractor is responsible for ensuring compliance with these regulations when subcontracting all or part of the work.

4. 借用單位於展場施工期間，全程指派具有職業安全衛生資格人員於現場監督施工廠商確實遵守本公司制定之各項規範及職業安全衛生法相關要求。

During the construction period at the exhibition venue, the Tenant shall assign personnel qualified in occupational safety and health to supervise the construction site throughout, ensuring that the contractor complies with all regulations set by the Company and relevant requirements of the Occupational Safety and Health Act.



5. 兩家以上施工廠商共同作業時，借用單位應指定工作場所負責人，並以書面告知本公司。

When two or more contractors are working together, the Tenant should designate a person-in-charge for the worksite and inform ICC Tainan in writing.

6. 承攬人承攬本公司各項業務時，就其承攬部分負職業安全衛生法所定雇主之責任，再承攬人亦同。承攬人就其承攬之全部或部分交付再承攬時，應於事前告知再承攬人有關本公司之工作環境、危害因素暨職業安全衛生法及有關安全衛生規定應採取之措施。

When a contractor undertakes various tasks for ICC Tainan, they assume the responsibilities of an employer as defined by the Occupational Safety and Health Act for the contracted operation; the same applies to subcontractors. The contractor should inform subcontractors in advance about the work environment, hazards, relevant provisions of the Occupational Safety and Health Act, and the necessary safety measures to be taken.

7. 施工廠商應依職業安全衛生法採取必要之防護措施，提供所屬人員必要之防護設備及器材，以維護人員之施工安全。承攬人應要求所屬施工人員嚴格遵行安全作業規定，如因預防措施不足或所屬施工人員失誤，所引起之一切損失、人員傷害及觸犯法令之刑責問題等，概由承攬人負其完全責任。若損及本公司或其他第三者之財務時，承攬人應負責賠償。

Contractors must implement necessary protective measures in accordance with the Occupational Safety and Health Act, provide their personnel with necessary protective equipment and gear, and ensure the safety of personnel during operation. Contractors should require their workers to strictly adhere to safety regulations. The contractor bears full responsibility for any losses, injuries to personnel, or legal liabilities arising from insufficient preventive measures or mistakes by their workers. If financial losses occur to ICC Tainan or any third party, the contractor is responsible for compensation.

8. 施工期間，承攬人應確實遵守空氣污染防治法、水污染防治法、廢棄物清理法、噪音管制法及其他相關環保法令。

During the operation period, the contractor must strictly comply with the Air Pollution Control Act, Water Pollution Control Act, Waste Disposal Act, Noise Control Act, and other relevant environmental protection laws and regulations.



9. 施工廠商應遵守職業安全衛生法相關規定，落實各項施工安全管理，有立即危險者或不符合本會展中心工作安全相關規範，本公司得要求立即停工，限期改正或採取必要更正措施，逾期仍未停止、改正或採取必要更正措施者，本公司得扣押工程合約款及借用單位保證金（施工廠商違反職業安全衛生法令裁罰金額），情形嚴重者，並得終止或撤銷合約。

Contractors must adhere to relevant provisions of the Occupational Safety and Health Act, implement relevant safety management measures, and promptly address any immediate hazards or violations of safety regulations at ICC Tainan. The Company reserves the right to request immediate cessation of work, impose deadlines for corrections, or take necessary corrective measures. Failure to cease work, correct violations, or implement necessary corrective measures within the specified timeframe may result in the Company withholding project contract payments and the tenant's deposits (equal to the fines imposed on the contractor for violating occupational safety and health regulations). In severe cases, the Company may terminate or revoke the contract.

10. 施工廠商施工前依施工性質辦理侷限空間、吊掛、高架、動火、活電、或其他危險作業之申請，經本公司核准後始可動工。

Prior to commencing work, contractors must submit applications for confined space work, lifting operations, scaffolding, hot work, electrical work, or other hazardous operations based on the nature of the operation. Only after approval from ICC Tainan can operation begin.

11. 施工廠商應依據職業安全衛生法、職業安全衛生教育訓練規則所訂定之訓練課程內容及時數，對其所屬施工人員實施安全衛生教育訓練，作成紀錄，以供備查。

Contractors must provide occupational safety and health training to their workers in accordance with the content and duration specified in the Occupational Safety and Health Act and the Occupational Safety and Health Education and Training Rules. They must also maintain records of this training for inspection purposes.

12. 施工廠商施工期間為正常上班時間：週一至週五上午 8 時至 12 時，下午 1 時至 5 時，但經本公司核可者，不在此限。

During the operation period, normal working hours are from 8:00 AM to 12:00 noon and from 1:00 PM to 5:00 PM, Monday to Friday. However, exceptions may be granted upon approval from ICC Tainan.



13. 在施工或活動期間內有任何疏忽致發生職業災害或其他意外事故時，承攬廠商負一切法律及賠償責任。

The Contractor bears all legal and liability responsibilities for any negligence resulting in occupational accidents or other unexpected incidents during operation or activities.

14. 施工期間如發生職業災害，應依職業安全衛生法相關規定立即處理。

In the event of an occupational accident during the operation period, immediate action must be taken in accordance with relevant provisions of the Occupational Safety and Health Act.

15. 本規範經安全衛生管理小組訂定後，公告本公司各單位及承攬單位遵守執行之，修正時亦同。

These regulations, established by the Occupational Safety and Health Management Team, are announced for compliance and implementation by all units and contractors of ICC Tainan. Amendments shall be observed in the same manner.



【附件 1】大臺南會展中心場地作業危害因素告知單 Appendix 1: ICC TAINAN Disclosure of Potential Hazards On-site

111 年 7 月 制定

Last updated in July, 2022

說明：

依職業安全衛生法第 26 條規定，事業單位以其事業之全部或一部分交付承攬時，應於事前告知該承攬人有關其事業工作環境、危害因素暨本法及有關安全衛生規定應採取之措施。

Note: In accordance with Article 26 of the Occupational Safety and Health Act, prior to contracting its operations in whole or in part, business entities shall inform the contractors of the work environment, hazardous elements and measures required by this Act and related safety and health regulations.

承攬人就其承攬之全部或一部分交付再承攬時，承攬人亦應依前項規定告知再承攬人。

Prior to subcontracting all or part of the work contracted, contractors shall also inform the subcontractors in accordance with the previous paragraph.

承攬廠商在施工期間，除恪遵政府職安法令及其他法令外，另依照大臺南會展中心承攬廠商施工前標準作業辦法、大臺南會展中心施工廠商安全衛生管理規範辦理。

During the construction period, in addition to complying with government occupational safety legislations and other legislations, the contractor shall also comply with the ICC TAINAN Pre-construction Regulations for Standard Operations of Contractors and ICC TAINAN Regulations for Safety and Health Management of Construction Contractors.

大臺南會展中心工作場所環境：

ICC TAINAN Worksite Environment:

館內：本中心展場地面為金剛砂混凝土，地面設有避難方向指示燈、地面溝槽（內有電線、給排水管、空壓管等），天花板上設有火焰探測器，往東側方向為主要避難逃生平台。

Indoor: The exhibition floor of this center is made of reinforced concrete with quartz sand.

Evacuation direction indicator lights are installed on the floor, along with floor trenches



containing electrical wires, drainage pipes, and compressed air pipes. Flame detectors are installed above the ceiling, and the main evacuation platform is located towards the east direction.

館外：本中心戶外四周除綠地種植喬木、灌木外，東側為透水磚、石板地磚，南側為柏油地面，西側為柏油路面及石板地磚，北側為石板地磚，展館外牆為鋁帷幕與玻璃材質。

Outdoor: The outdoor surroundings of this center are landscaped with trees and shrubs on all four sides. The east side features permeable bricks and stone pavement, while the south side has asphalt ground. The west side consists of asphalt roads and stone pavement, and the north side is paved with stone tiles. The exterior walls of the exhibition hall are made of aluminum curtain walls and glass.

可能危害因素：

Potential hazards:

■墜落 (Fall)	■感電 (Electrocution)	□爆炸 (Explosion)	■不當動作 (Improper operation)	■物體倒塌崩塌 (Object fall/collapse)
■衝撞 (Collision)	□缺氧 (Oxygen deprivation)	■物體飛落 (Object fly-off)	□與有害物接觸 (Contact with harmful substance)	■物體破裂 (Object breakage)
■被撞 (Bumping)	■火災(Fire)	■被夾被捲 (Cramping and scrolling)	■交通事故 (Traffic accident)	■被切割及擦傷 (Cuts and bruises)
■跌倒 (Tripping)	□與高低溫接觸 (Contact with high/low temperature)			
■其他(Others)：因人為操作不當所造成的危害等。(Hazards due to improper operation, etc.)				



應採取危害防止措施：

Hazard prevention measures to be undertaken:

1. 承攬事業應有人員在施工區域管制非相關人員進入，現場配置勞安管理人員，訂定施工安全防護計畫書，進入施工現場一律佩帶安全帽（應符合 CNS1336 工地用安全帽檢驗標準，並貼經濟部商品檢驗局之標籤或正字標籤），現場施工人員應視工作性質配戴電工安全帽、安全腰帶、背負式安全帶、高空防墜器、安全母索、捲揚式防墜器、皮手套、絕緣手套、絕緣鞋、護面罩、反光背心、高低壓檢電筆等防護器具。

The contractor shall arrange personnel in the construction area to control access against unrelated persons. Labor safety administrators shall be assigned onsite to establish a construction safety protection plan. All persons accessing the construction site shall wear safety helmets which must comply with the CNS1336 standard for construction site helmets and bear the label of the Bureau of Standards, Metrology and Inspection of the Ministry of Economic Affairs, or an official label) Site workers shall wear protective gear such as electrician's helmets, safety waist belts, back harness, elevation fall-prevention device, central safety harness, scrolling anti-fall device, leather gloves, insulated gloves, insulated shoes, face protection masks, light-reflection vests and high/low-voltage electricity detection pens, depending on the nature of the work.

2. 使用合格電氣機具應有護罩並裝置漏電斷路器，合梯使用應注意有無斷裂、不得單邊站立、超過 2 公尺以上應有人在下方扶助及戒護。操作危險機具人員應有一機三證始可進場使用、並遵守館方行車動線安全管制，車輛操作人員應緩慢駕駛、注意交通安全，不得壓到展場攤位電線及撞到物品攤位。建築或搭架工程應有相關技師簽證後，始能啟用。

Qualified electrical machines shall be used with protection shelters and equipped with leak-protection interrupters. When using combination ladders, verify whether there is any breakage and do not stand on single side. Another person is required on the floor for support and protection when the ladder exceeds 2 meters. Operators of hazardous machinery are only allowed with 3 legally required certificates and shall comply with the Hall's vehicle circulation route and safety control. Vehicle operators shall drive slowly, observe traffic safety regulations, and avoid running over exhibition booth wires or colliding with booth items. Construction or scaffold work shall only be performed following certification by the relevant technicians.



3. 侷限空間作業應採取換氣裝置、四用氣體偵測器、救人、防止感電裝備等。

Work performed in restricted spaces shall be provided with ventilation device, 4-type gas detector, personnel rescue and electrocution prevention device, etc.

4. 本告知單未說明事項，承攬事業及勞安人員應視工作性質採取防止災害之措施。如能注意卻疏於注意，導致職災發生，承攬廠商及再承攬廠商負一切法律賠償責任。

If any matter is not stipulated in this disclosure, the contractor and labor safety personnel shall undertake disaster-prevention measures depending on the nature of the work. In case of occupational disaster due to failure to exercise due care that could have been exercised, the contractor and the subcontractor shall bear all legal compensation liabilities.

相關表單：請承攬單位依【附件 1.1】表單辦理。

Related document: Contractors should follow the guidelines in [Appendix 1]



【附件 1.1】大臺南會展中心場地作業危害因素告知單 Appendix 1.1: ICC TAINAN Disclosure of Potential Hazards On-site - Acknowledgement

111 年 7 月 制定 Last updated in July, 2022

展覽活動名稱：
(Name of Exhibition)

填寫日期： 年 月 日
(Date)

借用單位 Tenant		借用期間 Rental Period	年 月 日 至 年 月 日 止 (YY/MM/DD to YY/MM/DD)
借用單位 工作場所負責人 Tenant' s Workplace Supervisor		借用單位 職業安全衛生業務主管 Tenant' s Occupational Safety and Health Supervisor	
借用期間 進出廠商數量 Number of incoming and outgoing vendors during the lease period		借用期間總施工人數 (含所有協力廠商) Total number of construction workers during the lease period (including all subcontractors)	
借用單位簽名與蓋章 (事業單位) Signature and Seal of the Tenant (Business Entity)			
<ul style="list-style-type: none"> ● 公司全銜： (Company Name) ● 公司負責人： (Person in Charge) ● 公司統一編號： (Unified Business Number) ● 場地負責人： (Venue Supervisor) ● 職業安全衛生業務主管： (Occupational Safety and Health Supervisor) 		<p>公司及負責人印鑑章 Signature and Seal of the Company and the Person in Charge</p>	



借用單位承攬廠商簽名與蓋章 (承包商) Signature and Seal of the Contractor (Subcontractor)

- 公司全銜：
(Company Name)
- 公司負責人：
(Person in Charge)
- 公司統一編號：
(Unified Business Number)
- 場地負責人：
(Venue Supervisor)
- 職業安全衛生業務主管：
(Occupational Safety and Health Supervisor)

公司及負責人印鑑章

Signature and Seal of the Company and the Person in Charge

☐ 本公司已詳閱此份工作場所危害因素告知單各項重點內容，且絕對同意並遵守下列危害防止對策應行事項及切結事項。

I/We have carefully read " ICC Tainan Disclosure of Potential Hazards On-site " and fully agree to comply with the following hazard prevention measures and disclaimers.



作業項目 Task(s)	可能危害因素 Potential Hazard(s)	危害防止對策 Preventive Measures
1. 拆除作業 Dismantling Operation(s)	崩(倒)塌、物料掉落、 粉塵危害 Collapse of objects, falling objects, dust hazard	<p>1. 施工前應於作業場所四周設置圍籬、施工架等隔離管制裝置。 Before construction, fences, scaffolding, and other isolation measures should be set up around the work area.</p> <p>2. 施工時應隨時注意空氣污染，必要時四周需裝設防塵網或帆布隔離。 During construction, air pollution should be closely monitored. If necessary, dust-proof nets or canvas barriers should be installed around the area.</p> <p>3. 對於結構不穩定部份，應先予固定支撐，廢料堆置高度不得超過 2 米。 Unstable structures should be secured with supports first, and the height of waste material piles should not exceed 2 meters.</p> <p>4. 嚴禁同一位置上、下均有人員同時作業。 Simultaneous operations above and below the same location are strictly prohibited.</p> <p>5. 應設置適當通風、換氣設備及防護眼鏡、面罩等個人防護用具，並設置「嚴禁煙火」等警告標誌。 Appropriate ventilation and exhaust equipment, as well as personal protective equipment such as protective goggles and masks should be provided, and warning signs such as "No Smoking" should be displayed.</p>



作業項目 Task(s)	可能危害因素 Potential Hazard(s)	危害防止對策 Preventive Measures
2. 車輛進出及大型機具進場作業 Entry and Exit of Vehicles and Heavy Machinery	交通安全意外、物料掉落、感電、崩(倒)塌 Traffic accidents, falling objects, electrocution, collapse of objects	<p>1. 設置適當交通號誌、標誌、標示或柵欄等，於人員作業時，應指派交通引導人員在場指揮交通，防止車輛突入。 Appropriate traffic signals, signs, markings, or barriers should be installed. During operations, traffic control personnel should be assigned to direct traffic on-site to prevent vehicles from entering abruptly.</p> <p>2. 起重機具應檢查合格，其操作手、吊掛手應有合格證照，吊舉物下方應嚴禁人員進入。 Cranes must be inspected and certified, and their operators and riggers must possess valid licenses. Personnel are strictly prohibited from entering areas beneath lifted loads.</p> <p>3. 強風、大雨等惡劣氣候時應禁止工作，作業人員應穿著防滑性佳之膠鞋、安全帽、防護眼鏡、安全手套等個人防護用具。 Work should be prohibited during severe weather conditions such as strong winds or heavy rain. Workers should wear slip-resistant shoes, safety helmets, protective eyewear, and safety gloves as personal protective equipment.</p> <p>4. 大型機具作業時，應設置專責指揮員並統一聽從指揮員之信號。 During operations involving heavy machinery, a dedicated supervisor should be appointed, and all</p>



作業項目 Task(s)	可能危害因素 Potential Hazard(s)	危害防止對策 Preventive Measures
2. 車輛進出及大型機具進場作業 Entry and Exit of Vehicles and Heavy Machinery	交通安全意外、物料掉落、感電、崩(倒)塌 Traffic accidents, falling objects, electrocution, collapse of objects	<p>personnel should follow the signals given by the supervisor without exception.</p> <p>5. 吊具、鋼索不可有截斷、磨損、變形、扭結，吊鉤防止吊物脫落之防滑舌片裝置、過捲預防及過負荷預防裝置應正常，吊物不可超過額定荷重。 There must not be any cutting, wear, deformation or twisting in the lifting equipment and steel cables. The hook should have an anti-slip hook latch to prevent the load from slipping off, and overload protection devices should be functioning properly. The load must not exceed the designated capacity.</p> <p>6. 桁架、鞍架、伸臂等結構應安裝穩固，齒輪、軸、制動裝置、捲胴、槽輪等機械性能應正常，強風時自動裝置應啟動。 Structures such as trusses, scaffolding, and booms should be securely installed. Mechanical components such as gears, shafts, braking devices, reels, and pulleys should be functioning properly. Automatic devices should be activated during strong winds.</p> <p>7. 爬升或拆除時應由專業人員依規定程序作業，嚴禁於構架未穩固前即移動桁架、鞍架或伸臂。 During assembly or dismantling, operations must be conducted by professionals in accordance with prescribed procedures. It is strictly prohibited to</p>



作業項目 Task(s)	可能危害因素 Potential Hazard(s)	危害防止對策 Preventive Measures
2. 車輛進出及大型機具進場作業 Entry and Exit of Vehicles and Heavy Machinery	交通安全意外、物料掉落、感電、崩(倒)塌 Traffic accidents, falling objects, electrocution, collapse of objects	<p>move trusses, saddles, or booms before the structure is securely stabilized.</p> <p>8. 總受電盤應裝設≤ 100 歐姆之接地線，各分電盤應裝設 5-30mA、0.1sec 即跳脫之電流動作高速型漏電斷路器，使用電動工具應接於負載側，不得跳接。</p> <p>The main electrical panel must be equipped with a grounding wire of ≤ 100 ohms resistance. Each sub-panel should be fitted with a high-speed residual-current circuit breaker that operates at 5-30 mA and trips within 0.1 seconds. Electric tools must be connected on the load side and must not be bypassed.</p> <p>9. 兩公尺以上作業所使用之交流電焊機，應有自動電擊防止裝置，警報裝置、控制裝置等電器部份應正常。</p> <p>AC welding machines used for operations above two meters must be equipped with an automatic electric shock prevention device. The electrical components, such as alarm systems and control devices, should function properly.</p> <p>10. 所有大型機具應定期保養維修檢查無誤，確保安全使用無虞。</p> <p>All heavy machinery must undergo regular maintenance and inspections to ensure there are no faults, thus guaranteeing safe</p>



作業項目 Task(s)	可能危害因素 Potential Hazard(s)	危害防止對策 Preventive Measures
3. 高空吊裝、組立 High-altitude hoisting and assembly	墜落、物料掉落、翻 倒、吊桿彎曲、觸電 Falling and dropping of objects, overturning, crane boom bending, electrocution	<p>1. 施作前應先行安裝安全(防墜)網。 Safety (fall protection) nets must be installed prior to the commencement of work.</p> <p>2. 吊車「防滑舌片」不可解開。 The crane's "anti-slip hook latch" must not be disengaged.</p> <p>3. 要求所有施工人員使用「三點式安全帶」、安全帽及其他必要之防護具，並設置安全母索及安全帶錨錠裝置。 All construction personnel are required to use "three-point safety harnesses", helmets, and other necessary protective equipment. Safety lifelines and safety belt anchorage devices must be installed.</p> <p>4. 高空吊裝鬆放前，其臨時固定或接頭至少應有二個以上之螺栓裝妥或採其他措施固定之。 Before releasing high-altitude hoisting equipment, the temporary fixtures or joints must be secured with at least two fitted bolts or by other appropriate securing measures.</p> <p>5. 移動式施工架須符合勞動部職業安全衛生署 107 年 12 月 22 日勞職安 2 字第 1071054458 號發布之「施工架作業安全檢查重點及注意事項」設置辦理。 Mobile scaffolding must comply with No. 1071054458, Document 2 of "Precautions and</p>



作業項目 Task(s)	可能危害因素 Potential Hazard(s)	危害防止對策 Preventive Measures
3. 高空吊裝、組立 High-altitude hoisting and assembly	墜落、物料掉落、翻 倒、吊桿彎曲、觸電 Falling and dropping of objects, overturning, crane boom bending, electrocution	<p>Safety Inspection of Scaffolding Operations” dated Dec 22, 2018, issued by the Occupational Safety and Health Administration, Ministry of Labor, for its setup and management.</p> <p>6. 施工區域周遭設置警示區並嚴禁無關人員進入。 Restricted zones must be established around the construction area, and entry of unauthorized personnel is strictly prohibited.</p> <p>7. 從事吊運之起重機具應檢查合格，起重機操作手、吊掛手應有合格證照，吊舉物下方應嚴禁人員進入。 Cranes used for lifting must be inspected and certified. Crane operators and riggers must possess valid licenses. Personnel are strictly prohibited from entering areas beneath lifted loads.</p> <p>8. 垂直構件間及人員動線部份應架設高 1.1M 之 6 mm 鋼索安全母索並使勞工佩掛安全帶。 Vertical structures and areas frequented by personnel must be equipped with a 1.1-meter high safety lifeline made of 6mm steel cable, and workers must wear safety harnesses.</p> <p>9. 垂直構件轉角位置應設置高≥75 cm 護欄之工作台，水平構建樑之下翼緣張掛安全網，鋼承板未鋪滿前不得拆除。</p>



作業項目 Task(s)	可能危害因素 Potential Hazard(s)	危害防止對策 Preventive Measures
3. 高空吊裝、組立 High-altitude hoisting and assembly	墜落、物料掉落、翻 倒、吊桿彎曲、觸電 Falling and dropping of objects, overturning, crane boom bending, electrocution	At the corners of vertical components, work platforms with guardrails at least 75cm high must be installed. Safety nets should be installed below the lower flanges of horizontal beams, and steel decking must not be removed until fully laid. 10. 落距超過 2 層或 7.5M 以上應裝設防護網，吊運長 度≥6M 之構架時應以二條鋼索捆縛並加穩定索。 Safety nets must be installed where the fall distance exceeds two stories or 7.5 meters. When hoisting structures with a length of 6 meters or more, they should be secured with two steel cables and supplemented with stabilizing ropes.
4. 現場電焊、瓦斯切割、 噴漆塗裝等作業 Operations of on-site electric welding, gas cutting, spray painting, coating and others	感電、爆炸、缺氧、中 毒 Electrocution, explosions, asphyxiation, poisoning	1. 總受電盤應裝設≤100 歐姆之接地線，各分電盤應 裝設 5-30mA、0.1sec 即跳脫之電流動作高速型漏 電斷路器，使用電動工具應接於負載側，不得跳 接。 The main electrical panel must be equipped with a grounding wire of ≤100 ohms resistance. Each sub-panel should be fitted with a high-speed residual-current circuit breaker that operates between 5-30 mA and trips within 0.1 seconds. Electric tools must be connected on the load side and direct bypassing is strictly prohibited. 2. 電焊機需依規定安裝「二次側」保護裝置。 Welding machines must be installed with "secondary side" protective devices in accordance with regulations.



作業項目 Task(s)	可能危害因素 Potential Hazard(s)	危害防止對策 Preventive Measures
<p>4. 現場電焊、瓦斯切割、噴漆塗裝等作業</p> <p>Operations of on-site electric welding, gas cutting, spray painting, coating and others</p>	<p>感電、爆炸、缺氧、中毒</p> <p>Electrocution, explosions, asphyxiation, poisoning</p>	<p>3. 要求所有施工人員穿帶安全帽、絕緣手套等個人防護用具。</p> <p>All construction personnel are required to wear safety helmets, insulated gloves, and other personal protective equipment.</p> <p>4. 瓦斯（乙炔）和氧氣鋼瓶需分開設置，並垂直固定，焊接工作應注意防火措施。</p> <p>Gas (acetylene) and oxygen cylinders must be stored separately and secured vertically. Welding operations must adhere to fire prevention measures.</p> <p>5. 應設置適當通風、換氣設備及防護眼鏡、面罩等個人防護用具，並設置「嚴禁煙火」等警告標誌。</p> <p>Appropriate ventilation and exhaust equipment must be installed, along with personal protective gear such as protective goggles and face masks. Warning signs, such as "No Open Flames," must also be prominently displayed.</p> <p>6. 電焊作業使用之焊接柄，應有相當之絕緣耐力及耐熱性。</p> <p>The welding torches used in electric welding operations must be adequately insulated and heat resistant.</p>



作業項目 Task(s)	可能危害因素 Potential Hazard(s)	危害防止對策 Preventive Measures
4. 現場電焊、瓦斯切割、噴漆塗裝等作業 Operations of on-site electric welding, gas cutting, spray painting, coating and others	感電、爆炸、缺氧、中毒 Electrocution, explosions, asphyxiation, poisoning	7. 施工區域周遭設置警示區並嚴禁無關人員進入。 Restricted zones must be established around the construction area, and entry of unauthorized personnel is strictly prohibited.
5. 局限空間作業 (筏基消防箱作業、蓄水池進出作業、水塔清洗作業、污水設施清洗作業等) Confined Space Operations (Including operations related to fire control boxes on rafts, reservoir entry and exit, water tower cleaning, and sewage facility maintenance)	缺氧、可燃性氣體 Asphyxiation, flammable gasses	1. 進入侷限空間作業前，應事先檢查是否存有有害或可燃性氣體及液體。 Before entering confined spaces, it is necessary to conduct a preliminary inspection for the presence of harmful or flammable gasses and liquids. 2. 使用機械通風。 Mechanical ventilation must be used. 3. 個人防護器具(呼吸式防護具)及防護索。 Personal protective equipment (respiratory protection devices) and safety harnesses must be used. 4. 每 2 小時測定 O ₂ /可燃性氣體濃度。 Concentration of O ₂ /flammable gasses must be measured every 2 hours.
6. 環境清潔消毒作業 Environmental Cleaning and Disinfection Operations	與有害物質接觸 Contact with hazardous substances	1. 噴藥時，要穿著個人安全防護裝備安全帽、防護眼鏡、耳塞、防毒面具、手套、長申、衣申、長統膠鞋。 When spraying chemicals, personnel must wear personal protective equipment including a safety helmet, protective goggles, earplugs, a gas mask,



作業項目 Task(s)	可能危害因素 Potential Hazard(s)	危害防止對策 Preventive Measures
6. 環境清潔消毒作業 Environmental Cleaning and Disinfection Operations	與有害物質接觸 Contact with hazardous substances	gloves, long sleeves, overalls, and high rubber boots. 2. 噴藥完畢，立即沐浴更衣，並收妥藥劑空瓶以備回收。 After completing the spraying process, personnel involved must immediately take a shower, change clothes, and collect empty chemical containers for recycling. 3. 操作消毒機應注意噴槍以防噴傷人員。 When operating disinfection equipment, care must be taken with the spray gun to prevent injuries to personnel.
7. 高架作業 (例如建物模版組立、鋼筋組立、高空灌漿、內外平頂裝修、屋頂拆除作業、外牆清洗作業等) Elevated Work Operations (Including assembly of building forms, rebar assembly, high-altitude grouting, interior and exterior finish work, roof demolition, and exterior wall cleaning)	墜(滾)落、崩(倒)塌、物料掉落、感電 Falls (including rolling falls), collapses, dropped objects, electrocution	1. 要求所有施工人員之應穿戴使用安全帽、安全帶、工作手套及防滑性佳之膠鞋。 All construction personnel are required to wear safety helmets, safety harnesses, work gloves, and anti-slip rubber shoes. 2. 嚴禁於施工架上使用合(折)梯、馬椅梯或踏凳等從事作業。 It is strictly prohibited to use trestle or folding ladders, A-frame ladders, or step stools on scaffolding. 3. 於施工架架設高 1.1m 之 9mm 鋼索安全母索，高度超過 1.5 公尺以上之場所作業時，應設置能使勞工安全上下之設備。



作業項目 Task(s)	可能危害因素 Potential Hazard(s)	危害防止對策 Preventive Measures
<p>7. 高架作業 (例如建物模版組立、鋼筋組立、高空灌漿、內外平頂裝修、屋頂拆除作業、外牆清洗作業等)</p> <p>Elevated Work Operations (Including assembly of building forms, rebar assembly, high-altitude grouting, interior and exterior finish work, roof demolition, and exterior wall cleaning)</p>	<p>墜(滾)落、崩(倒)塌、物料掉落、感電</p> <p>Falls (including rolling falls), collapses, dropped objects, electrocution</p>	<p>A 1.1m high, 9mm steel safety lifeline must be installed on scaffolding. For work locations exceeding a height of 1.5 meters, equipment facilitating the safe ascent and descent of workers must be provided.</p> <p>4. 施工架與結構之間隙應設置安全網，且設寬≥ 30cm 厚≥ 3.5cm 之施工架板。</p> <p>Safety nets must be installed between scaffolding and structures, and scaffolding planks used should be at least 30 cm wide and 3.5 cm thick.</p> <p>5. 鄰近或跨越工作走道部份應設置斜籬或安全網。</p> <p>Inclined safety fences or safety nets should be installed near or across work walkways.</p> <p>6. 施工區域周遭設置警示區嚴禁無關人員進入組、拆作業。</p> <p>Restricted zones must be established around the construction area, strictly prohibiting the entry of unauthorized personnel during assembly and dismantling operations.</p> <p>7. 工作台、走道、階梯等嚴禁堆積物料阻礙通行，且注意重物堆積不得超過施工架荷重限制。</p> <p>Obstruction of walkways, aisles and staircases by stacking materials is strictly prohibited. Weight limit restrictions on scaffolding must be strictly adhered to, ensuring heavy objects do not exceed the load capacity of scaffolding.</p>



作業項目 Task(s)	可能危害因素 Potential Hazard(s)	危害防止對策 Preventive Measures
<p>7. 高架作業 (例如建物模版組立、鋼筋組立、高空灌漿、內外平頂裝修、屋頂拆除作業、外牆清洗作業等) Elevated Work Operations (Including assembly of building forms, rebar assembly, high-altitude grouting, interior and exterior finish work, roof demolition, and exterior wall cleaning)</p>	<p>墜(滾)落、崩(倒)塌、物料掉落、感電 Falls (including rolling falls), collapses, dropped objects, electrocution</p>	<p>8. 架材、主柱、橫檔、踏腳桁、斜撐材，應隨時注意是否有鬆弛、損傷、滑動、下沉、腐蝕等狀況。 Facilities and devices and their components such as frames, main columns, cross braces, toeboards, and diagonal braces, must be regularly inspected for signs of looseness, damage, slippage, sinking, corrosion, or any other concerning conditions.</p> <p>9. 外牆施工有不當切除繫牆杆之情形。 Improper removal of wall ties during exterior wall construction is prohibited.</p> <p>10. 吊升或卸放材料、器具、工具等是否用安全吊索、吊帶等。 Materials, equipment, and tools lifted or lowered must be secured with safety hoists, slings, or straps.</p> <p>11. 電動手工具之絕緣性能是否正常，有無接地線，橫越通道或勞工作業之電線應架高或保護。 Proper insulation of electric power tools must be verified. Additionally, the presence of grounding wires must be ensured. Any electrical wires crossing pathways or areas where workers are working should be elevated or shielded for protection.</p>



作業項目 Task(s)	可能危害因素 Potential Hazard(s)	危害防止對策 Preventive Measures
<p>7. 高架作業 (例如建物模版組立、鋼筋組立、高空灌漿、內外平頂裝修、屋頂拆除作業、外牆清洗作業等) Elevated Work Operations (Including assembly of building forms, rebar assembly, high-altitude grouting, interior and exterior finish work, roof demolition, and exterior wall cleaning)</p>	<p>墜(滾)落、崩(倒)塌、物料掉落、感電 Falls (including rolling falls), collapses, dropped objects, electrocution</p>	<p>12. 酒醉或有酒醉之虞者、身體虛弱有安全顧慮者不得施工。 Individuals who are intoxicated, potentially intoxicated or physically unwell which may pose safety concerns, are prohibited from construction activities.</p> <p>13. 情緒不穩定、經醫師診斷認為身體狀況不良者不得施工。 Individuals diagnosed by a physician with unstable emotional conditions or deemed to be in poor physical condition are not permitted in construction activities.</p> <p>14. 施工架以鋼管、門型架為之若用孟宗竹應於節點處搭接，以十號以下鍍鋅鐵線繫結牢固。 If bamboo scaffolding is used instead of steel pipes or door-type frames, it must be securely joined at the nodes using galvanized iron wire no thicker than gauge 10.</p> <p>15. 大樓外牆清洗作業吊籠之構造，應符合吊籠安全檢查構造標準，使用足夠長度之捲揚用之鋼索。 The construction of the gondola used for cleaning the exterior walls of buildings must comply with the safety inspection standards for gondola structures. Additionally, it should be equipped with steel cables of sufficient length for hoisting purposes.</p>



作業項目 Task(s)	可能危害因素 Potential Hazard(s)	危害防止對策 Preventive Measures
<p>7. 高架作業 (例如建物模版組立、鋼筋組立、高空灌漿、內外平頂裝修、屋頂拆除作業、外牆清洗作業等) Elevated Work Operations (Including assembly of building forms, rebar assembly, high-altitude grouting, interior and exterior finish work, roof demolition, and exterior wall cleaning)</p>	<p>墜(滾)落、崩(倒)塌、物料掉落、感電 Falls (including rolling falls), collapses, dropped objects, electrocution</p>	<p>16. 於 2 公尺以上開口部分作業應設置護蓋或安全網等防護設備。 For operations conducted at openings exceeding 2 meters in height, protective measures such as guardrails or safety nets must be installed.</p>
<p>8. 粉刷、裝修及塗裝作業 Plastering, renovation, and painting operations</p>	<p>墜(滾)落、物料掉落、粉塵危害、感電、中毒、缺氧、可燃性氣體 Falling (rolling) and dropping of objects, dust hazards, electric shock, poisoning, oxygen deficiency, flammable gasses</p>	<p>1. 移動式施工架須符合勞動部職業安全衛生署 107 年 12 月 22 日勞職安 2 字第 1071054458 號發布之「施工架作業安全檢查重點及注意事項」設置辦理。 Mobile scaffolding must comply with No. 1071054458, Document 2 of "Precautions and Safety Inspection of Scaffolding Operations" dated Dec 22, 2018, issued by the Occupational Safety and Health Administration, Ministry of Labor, for its setup and management.</p> <p>2. 電動手工具之絕緣性能是否正常，有無接地線，橫越通道或勞工作業之電線應架高或保護。 Proper insulation of electric power tools must be verified. Additionally, the presence of grounding wires must be ensured. Any electrical wires</p>



作業項目 Task(s)	可能危害因素 Potential Hazard(s)	危害防止對策 Preventive Measures
8. 粉刷、裝修及塗裝作業 Plastering, renovation, and painting operations	墜(滾)落、物料掉落、 粉塵危害、感電、中 毒、缺氧、可燃性氣體 Falling (rolling) and dropping of objects, dust hazards, electric shock, poisoning, oxygen deficiency, flammable gasses	<p>crossing pathways or areas where workers are working should be elevated or shielded for protection.</p> <p>3. 嚴禁於施工架上使用合(折)梯、馬椅梯或踏凳等從事作業。 It is strictly prohibited to use trestle or folding ladders, A-frame ladders, or step stools on scaffolding.</p> <p>4. 總受電盤應裝設≤ 100 歐姆之接地線，各分電盤應裝設 5-30mA、0.1sec 即跳脫之電流動作高速型漏電斷路器，使用電動工具應接於負載側，不得跳接。 The main electrical panel must be equipped with a grounding wire of ≤ 100 ohms resistance. Each sub-panel should be fitted with a high-speed residual-current circuit breaker that operates between 5-30 mA and trips within 0.1 seconds. Electric tools must be connected on the load side and direct bypassing is strictly prohibited.</p> <p>5. 要求所有施工人員之應穿戴使用安全帽、安全帶、工作手套、安全護目鏡及防滑性佳之膠鞋。 All construction personnel are required to wear and use safety helmets, safety harnesses, work gloves, safety goggles, and anti-slip rubber shoes.</p>



作業項目 Task(s)	可能危害因素 Potential Hazard(s)	危害防止對策 Preventive Measures
8. 粉刷、裝修及塗裝作業 Plastering, renovation, and painting operations	墜(滾)落、物料掉落、 粉塵危害、感電、中 毒、缺氧、可燃性氣體 Falling (rolling) and dropping of objects, dust hazards, electric shock, poisoning, oxygen deficiency, flammable gasses	6. 應設置適當通風、換氣設備及防護眼鏡、面罩等個人防護用具，並設置「嚴禁煙火」等警告標誌。 Appropriate ventilation and exhaust equipment should be installed, along with personal protective equipment such as protective goggles, face masks. Warning signs, such as "No Open Flames," must also be prominently displayed.. 7. 進入侷限空間作業前，應事先檢查是否存有有害或可燃性氣體及液體。 Before entering confined spaces, it is necessary to conduct a preliminary inspection for the presence of harmful or flammable gasses and liquids. 8. 作業前是否已將所有電源設備關掉。 Before commencing operations, ensure that all power sources and equipment have been switched off
9. 跌倒 Falling	地面或通道上有突出物、有落差、有滑溜之虞等 Protrusions, level differences, and slippery surfaces on the ground or pathways.	1. 將突出物移出。 Remove protruding objects. 2. 將突出物做好警示及防範跌倒之措施。 Take measures to adequately warn and prevent falls due to protruding objects. 3. 落差處做好防範跌倒措施。 Implement measures to prevent falls at level differences..



作業項目 Task(s)	可能危害因素 Potential Hazard(s)	危害防止對策 Preventive Measures
9. 跌倒 Falling	地面或通道上有突出物、有落差、有滑溜之虞等 Protrusions, level differences, and slippery surfaces on the ground or pathways.	4. 將滑溜處，設置止滑措施。 Install anti-slip measures at slippery areas
10. 物體飛落 Objects falling	機器設備運轉中有飛落傷人之虞、搬運中有物體掉落之虞 Risk of injury from flying objects while machinery and equipment are in operation, and risk of objects falling during transportation.	1. 將飛落之虞處，做好防止傷人措施。 Implement measures to prevent injuries from flying objects in hazardous areas. 2. 搬運過程應將物體捆牢並派人指揮。 Secure objects during transportation and assign personnel for supervision. 3. 搬運中應使用正確姿勢。 Use proper lifting techniques and postures. 4. 操作除草機具時，務必穿戴防護衣、帽及必要之護罩等，避免被機具擊飛之物體擊中。 When operating lawnmowers, wear protective clothing, hats, and necessary gears to avoid being hit by flying objects from the machinery.



作業項目 Task(s)	可能危害因素 Potential Hazard(s)	危害防止對策 Preventive Measures
11. 電氣作業(感電) Electrical work (risk of electrocution)	<p>使用裸線或破皮、帶電體露出、活線作用、電線經潮濕面、機具漏電、電線橫越於走道被碾破</p> <p>Using bare wires or wires with exposed conductors, contact with live wires, wires in contact with wet surfaces, electrical leakage from equipment, and damaged wires in pathways.</p>	<p>1. 處理高壓電氣設備需由具實際經驗之承裝業或專業機電顧問公司人員引導下始能進行。 Operations involving high-voltage electrical equipment must be conducted under the guidance of contractors with practical experience or professional electromechanical consultants.</p> <p>2. 使用電路應裝置漏電斷路器。 Install residual current circuit breakers.</p> <p>3. 實施自動檢查及作業檢點。 Implement self-assessments and operational checks.</p> <p>4. 電氣器材及電線，應符合國家標準。 Electrical equipment and wiring must comply with national standards.</p> <p>5. 設防止感電之護圍或絕緣被覆。 Install protective fences or insulation to prevent electrocution.</p> <p>6. 實施教育訓練。 Conduct relevant trainings.</p>



【注意事項】

【Attention】

1. 本公司僅將所有危害因素作『概括性』告知借用單位，借用單位應據此告知單上所載危害因素，於所屬及協力廠商（再承攬人）、參展廠商等人員進出場期間，詳細轉知所有施工人員（如有「共同作業」情形時，應設置協議組織並指定承攬廠商之「工程負責人」擔任本案職安之『工作場所負責人』，負責指揮及協調之工作）。

ICC Tainan only provides a "general" notice of hazards to the tenants. The Tenant should inform all construction personnel in detail based on the hazards listed in this notice, during the move-in and move-out periods. Such personnel include but are not limited to those of contractors, subcontractors and participating exhibitors. In the event of "joint operations," a joint organization should be established and a person-in-charge should be agreed upon to oversee occupational safety and health matters in the event, and is responsible for supervision and coordination.

2. 進出場施工期間，借用單位應監督廠商遵照職業安全衛生法及其施行細則、職業安全衛生設施規則、營造安全衛生設施標準、職業安全衛生管理辦法、勞動檢查法及其施行細則、危險性工作場所審查暨檢查辦法、勞動基準法及其施行細則、道路交通標誌標線號誌設置規則等有關規定確實辦理，並隨時注意借用場地安全及災害之防範。如因所屬及協力廠商與再承攬人、參展廠商等疏忽或過失而發生任何意外事故，均由借用單位與所屬及協力廠商（再承攬人）、參展廠商負一切責任。

During move-in, move-out and construction periods, the Tenant should supervise contractors to ensure compliance with the regulations related to occupational safety and health, including the Occupational Safety and Health Act and its enforcement rules, Occupational Safety and Health Regulations of Facilities, Construction Safety and Health Standards, Regulations on Occupational Safety and Health Act, Labor Inspection Act and its enforcement rules, Hazardous Work Place Review and Inspection Regulations, Labor Standards Act and its enforcement rules, and The Regulations for Road Traffic Signs, Markings, and Signals. The Tenant should also pay close attention to the safety and accident prevention in the Center. In the event of any accidents due to negligence of the Tenant, contractors or subcontractors, participating exhibitors, etc., the Tenant and the parties involved shall bear all responsibilities.



【附件 1.2.1】大臺南會展中心施工前安全衛生承諾書(適用主辦單位) Appendix 1.2.1: ICC TAINAN Pre-construction Safety and Hygiene - Letter of Undertaking (Applicable to Organizers)

111 年 7 月 制定
Last updated in July, 2022

_____(借用單位名稱)，於民國____年____月____日至____年____月____日期間假大臺南會展中心舉辦 _____(請填寫展覽 / 活動名稱)，本單位已確實瞭解施工場所安全衛生之設施及工作安全注意事項，在施工期間本單位及本單位承攬廠商願確實遵守職業安全衛生法令及其他相關法令規定。若有再承攬情形，將轉告再承攬人應注意及確實遵守職業安全衛生法令及其他相關法令規定。在施工或活動期間內，倘有任何疏忽致發生職業災害或其他任何意外事故時，本單位及承攬廠商願負一切法律賠償責任，並負責賠償貴公司因此而遭受之一切損失。在施工期間本單位及承攬廠商對貴公司之設備、器具與場域不得造成任何損壞，如有損壞，願照價賠償或無償修復損壞部分。

_____(Name of Tenant) will hold _____(Exhibition/Event Name) at ICC Tainan from _____(Date) to _____(Date). Our company has thoroughly understood all precautions, safety and health matters and facilities at the construction site. During the construction period, our company and contractors are willing to comply with the Occupational Safety and Health Act and other relevant legal regulations. In the event of subcontracting, we will inform the subcontractors to observe and strictly comply with the Occupational Safety and Health Act and other relevant legal regulations. During the construction or event period, in the event of any negligence resulting in occupational accidents or any other accidents, our company and contractors will bear all legal liability and compensate for any losses incurred to your company. During the construction period, our company and contractors shall not cause any damage to your company's equipment, tools, or premises. In the event of damage, we are willing to compensate at the market price or repair the damaged parts free of charge.



本單位及承攬廠商保證於作業期間，要求所僱勞工確實遵守下列規定：

Our company and contractors guarantee that during the operation period, all employed workers will strictly adhere to the following regulations:

1. 大臺南會展中心承攬廠商施工前標準作業規範

ICC TAINAN Pre-construction Regulations for Standard Operations of Contractors

2. 大臺南會展中心施工廠商安全衛生管理規範

ICC TAINAN Contractor Safety and Health Management Regulations

3. 大臺南會展中心場地作業危害因素告知單

Appendix 1: ICC TAINAN Disclosure of Potential Hazards On-site

4. 本單位及承攬廠商應前往 <https://www.icctainan.com/> 網頁詳閱並確實了解職業安全衛生等相關法令，作業期間若有違規事項，願依規定接受處罰。

Our company and contractors shall visit <https://www.icctainan.com/> to thoroughly read and understand relevant laws and regulations regarding occupational safety and health. In the event of any violations during operations, we are willing to accept penalties in accordance with the regulations.

□ 本單位知悉 貴公司已逐一告知上述職業安全衛生等相關內容及規定，並已充分閱讀且明瞭 貴公司工作場所環境與規範。

【以 e-mail 方式傳送本文件者，其電子形式之檔案視同與正本文件具同等效力，特此聲明。】

Our company acknowledges that your company has informed us of all the aforementioned matters and regulations related to occupational safety and health, and we have thoroughly reviewed and understood the workplace environment and regulations of ICC Tainan.

【It is hereby declared that when this document is delivered via email, the electronic version of this document shall be considered as having the same legal effect as the original document.】



此 致

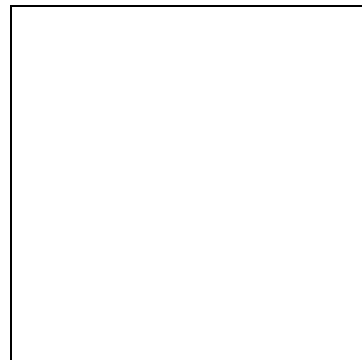
大臺南會展股份有限公司

Recipient of Letter of Undertaking:

ICC TAINAN Co., Ltd.

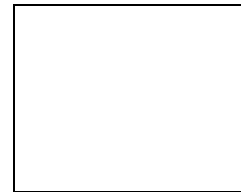
立承諾書

Issuer of Letter of undertaking



公司印鑑章

Company seal



負責人印鑑章

Person in
Charge's
seal

廠商 / 機構 / 單位

(Company Name)

公司負責人

(Person in Charge)

統一編號

(Unified Business Number)

公司地址

(Company Address)

公司電話

(Company Phone Number)

聯絡人姓名

聯絡電話

(Contact Person Name)

(Contact number)

中 華 民 國 年 月 日 Date: _____

為確實執行臺南市政府勞工局所要求事項，施工人員未依規定配戴安全帽、高度 2 公尺以上作業未配戴安全帶、吊掛作業或堆高機作業時未設置人員指揮管制作業區域、吊掛物下方未放置安全錐且未管制人員禁止進入者等違反安全衛生事項，本會展中心將拍照並罰款處分，以確保施工人員安全。

To ensure the strict implementation of the requirements set by the Bureau of Labor Affairs, Tainan City Government, if construction personnel fail to wear safety helmets, engage in work at heights exceeding 2 meters without safety harnesses, conduct hoisting operations or forklift operations without establishing a restricted area managed by designated personnel, or fail to place safety cones under suspended loads and restrict entry to the area, ICC Tainan will take photographs and impose fines to ensure the safety of construction personnel.



【附件 1.2.2】大臺南會展中心施工前安全衛生承諾書(適用參展廠商，未填者不得進場)**Appendix 1.2.2: ICC TAINAN Pre-construction Safety and Hygiene - Letter of Undertaking (Applicable to Exhibitors. No entry for Exhibitors who have not completed this letter)**

111 年 7 月 制定
Last updated in July, 2022

茲參加貴單位假大臺南會展中心所舉辦之 _____(請填寫展覽/活動名稱)，
(自民國 年 月 日至 年 月 日)，本單位已確實瞭解施工場所安全衛生之設施及工作安全
注意事項，在施工期間本單位及本單位承攬廠商願確實遵守職業安全衛生法令及其他相關法令規
定。若有再承攬情形，將轉告再承攬人應注意及確實遵守職業安全衛生法令及其他相關法令規定。
在施工或活動期間內，倘有任何疏忽致發生職業災害或其他任何意外事故時，本單位及承攬廠商願
負一切法律賠償責任，並負責賠償貴單位因此而遭受之一切損失。在施工期間本單位及承攬廠商對
大臺南會展中心之設備或器具不得損壞，如有損壞，願照價賠償或無償修復損壞部分。

We hereby participate in the exhibition/event titled _____
(please fill in the name of the exhibition/event) held at ICC Tainan, from _____ (Date)
to _____(Date) day. Our company has thoroughly understood all precautions, safety
and health matters and facilities at the construction site. During the construction period, our
company and contractors are willing to comply with the Occupational Safety and Health Act
and other relevant legal regulations. In the event of subcontracting, we will inform the
subcontractors to observe and strictly comply with the Occupational Safety and Health Act
and other relevant legal regulations. During the construction or event period, in the event of
any negligence resulting in occupational accidents or any other accidents, our company and
contractors will bear all legal liability and compensate for any losses incurred to your
company. During the construction period, our company and contractors shall not cause any
damage to your company's equipment, tools, or premises. In the event of damage, we are
willing to compensate at the market price or repair the damaged parts free of charge.



本單位及承攬廠商保證於作業期間，要求所僱勞工確實遵守下列規定：

Our company and contractors guarantee that during the operation period, all employed workers will strictly adhere to the following regulations:

1. 大臺南會展中心承攬廠商施工前標準作業規範

ICC TAINAN Pre-construction Regulations for Standard Operations of Contractors

2. 大臺南會展中心施工廠商安全衛生管理規範

ICC TAINAN Contractor Safety and Health Management Regulations

3. 大臺南會展中心場地作業危害因素告知單

Appendix 1: ICC TAINAN Disclosure of Potential Hazards On-site

4. 本單位及承攬廠商應前往 <https://www.icctainan.com/> 網頁詳閱並確實了解職業安全衛生等相關法令，作業期間若有違規事項，願依規定接受處罰。

Our company and contractors shall visit <https://www.icctainan.com/> to thoroughly read and understand relevant laws and regulations regarding occupational safety and health. In the event of any violations during operations, we are willing to accept penalties in accordance with the regulations.

□ 本單位知悉大臺南會展股份有限公司已逐一告知上述職業安全衛生等相關內容及規定，並已充分閱讀且明瞭貴公司工作場所環境與規範。

【以 e-mail 方式傳送本文件者，其電子形式之檔案視同與正本文件具同等效力，特此聲明。】

Our company acknowledges that your company has informed us of all the aforementioned matters and regulations related to occupational safety and health, and we have thoroughly reviewed and understood the workplace environment and regulations of ICC Tainan.

【It is hereby declared that when this document is delivered via email, the electronic version of this document shall be considered as having the same legal effect as the original document.】



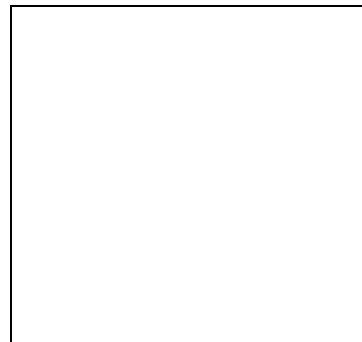
此 致 Recipient:

_____ (請填寫主辦單位)

(Please fill in the name of the Organizer)

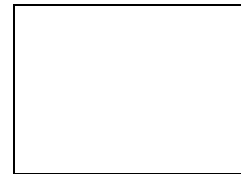
立承諾書

Issuer of Letter of undertaking



公司印鑑章

Company seal



負責人印鑑章

Person in

Charge' s

seal

廠商 / 機構 / 單位

(Company Name)

公司負責人

(Person in Charge)

統一編號

(Unified Business Number)

公司地址

(Company Address)

公司電話

(Company Phone Number)

聯絡人姓名

(Contact Person Name)

聯絡電話

(Contact number)

中 華 民 國 年 月 日 Date: _____

為確實執行臺南市政府勞工局所要求事項，施工人員未依規定配戴安全帽、高度 2 公尺以上作業未配戴安全帶、吊掛作業或堆高機作業時未設置人員指揮管制作業區域、吊掛物下方未放置安全錐且未管制人員禁止進入者等違反安全衛生事項，本公司將拍照並罰款處分，以確保施工人員安全。

To ensure the strict implementation of the requirements set by the Bureau of Labor Affairs, Tainan City Government, if construction personnel fail to wear safety helmets, engage in work at heights exceeding 2 meters without safety harnesses, conduct hoisting operations or forklift operations without establishing a restricted area managed by designated personnel, or fail to place safety cones under suspended loads and restrict entry to the area, ICC Tainan will take photographs and impose fines to ensure the safety of construction personnel.



【附件 1.2.3】大臺南會展中心施工前安全衛生承諾書(適用裝潢公司)
Appendix 1.2.2: ICC TAINAN Pre-construction Safety and Hygiene - Letter of Undertaking (Applicable to Decoration Companies)

111 年 7 月 制定
Established in July, 2022

茲承攬貴單位_____ (合約)，時間民國____年____月____日至____年____月____日，本單位已確實瞭解施工場所安全衛生之設施及工作安全注意事項，在施工期間本單位願確實遵守職業安全衛生法令及其他相關法令規定。若有再承攬情形，將轉告再承攬人應注意及確實遵守職業安全衛生法令及其他相關法令規定。在施工或活動期間內，倘有任何疏忽致發生職業災害或其他任何意外事故時，本單位及承攬廠商願負一切法律賠償責任，並負責賠償貴單位因此而遭受之一切損失。在施工期間本單位及再承攬廠商對大臺南會展中心之設備或器具不得損壞，如有損壞，願照價賠償或無償修復損壞部分。

We hereby undertake your contract _____ (please fill in the contracted project name) for the period from _____ (Date) to _____ (Date). Our company has thoroughly understood all precautions, safety and health matters and facilities at the construction site. During the construction period, our company and contractors are willing to comply with the Occupational Safety and Health Act and other relevant legal regulations. In the event of subcontracting, we will inform the subcontractors to observe and strictly comply with the Occupational Safety and Health Act and other relevant legal regulations. During the construction or event period, in the event of any negligence resulting in occupational accidents or any other accidents, our company and contractors will bear all legal liability and compensate for any losses incurred to your company. During the construction period, our company and contractors shall not cause any damage to your company's equipment, tools, or premises. In the event of damage, we are willing to compensate at the market price or repair the damaged parts free of charge.



本單位及承攬廠商保證於作業期間，要求所僱勞工確實遵守下列規定：

Our company and subcontractors guarantee that during the operation period, all employed workers will strictly adhere to the following regulations:

1. 大臺南會展中心承攬廠商施工前標準作業規範

ICC TAINAN Pre-construction Regulations for Standard Operations of Contractors

2. 大臺南會展中心施工廠商安全衛生管理規範

ICC TAINAN Contractor Safety and Health Management Regulations

3. 大臺南會展中心場地作業危害因素告知單

Appendix 1: ICC TAINAN Disclosure of Potential Hazards On-site

4. 本單位及承攬廠商應前往 <https://www.icctainan.com/> 網頁詳閱並確實了解職業安全衛生等相關法令，作業期間若有違規事項，願依規定接受處罰。

Our company and contractors shall visit <https://www.icctainan.com/> to thoroughly read and understand relevant laws and regulations regarding occupational safety and health. In the event of any violations during operations, we are willing to accept penalties in accordance with the regulations.

□ 本單位知悉 貴公司已逐一告知上述職業安全衛生等相關內容及規定，並已充分閱讀且明瞭 貴公司工作場所環境與規範。

【以 e-mail 方式傳送本文件者，其電子形式之檔案視同與正本文件具同等效力，特此聲明。】

Our company acknowledges that your company has informed us of all the aforementioned matters and regulations related to occupational safety and health, and we have thoroughly reviewed and understood the workplace environment and regulations of ICC Tainan.

【It is hereby declared that when this document is delivered via email, the electronic version of this document shall be considered as having the same legal effect as the original document.】



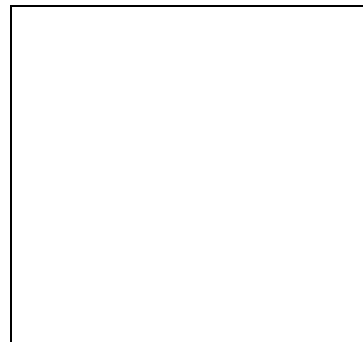
此 致 Recipient:

_____ (請填寫參展廠商)

(Please fill in the name of the Exhibitor)

立承諾書

Issuer of Letter of undertaking



公司印鑑章

Company seal



負責人印鑑章

Person in
Charge's
seal

廠商 / 機構 / 單位

(Company Name)

公司負責人

(Person in Charge)

統一編號

(Unified Business Number)

公司地址

(Company Address)

公司電話

(Company Phone Number)

聯絡人姓名

(Contact Person Name)

聯絡電話

(Contact number)

中 華 民 國 年 月 日 Date: _____

為確實執行臺南市政府勞工局所要求事項，施工人員未依規定配戴安全帽、高度 2 公尺以上作業未配戴安全帶、吊掛作業或堆高機作業時未設置人員指揮管制作業區域、吊掛物下方未放置安全錐且未管制人員禁止進入者等違反安全衛生事項，本公司將拍照並罰款處分，以確保施工人員安全。

To ensure the strict implementation of the requirements set by the Bureau of Labor Affairs, Tainan City Government, if construction personnel fail to wear safety helmets, engage in work at heights exceeding 2 meters without safety harnesses, conduct hoisting operations or forklift operations without establishing a restricted area managed by designated personnel, or fail to place safety cones under suspended loads and restrict entry to the area, ICC Tainan will take photographs and impose fines to ensure the safety of construction personnel.



【附件 1.3】大臺南會展中心搭建裝潢切結書 Appendix 1.3: ICC Tainan Construction of Decorations - Declaration Form

111 年 7 月 制定

Last updated in July, 2022

本公司參加_____展，將偕所委託之裝潢公司共同嚴守大臺南會展中心展場相關管理規則及現場作業規範（含防焰材料等）規定事項，並將責成裝潢公司於出場結束日前，將裝潢材料及廢料（包含攤位上之膠帶及殘膠）全部清除完畢並運離展場，如違反規定，願無條件接受貴公司依規定處理，並負一切損害賠償及法律責任。

本公司保證如因攤位之設計、施工、使用或拆除不當等情事而發生任何財物損失、人員傷亡、或其他侵權事故，除自負一切法律責任外，並保證使貴公司免於受到因此所衍生之任何民事、刑事訴訟，否則本公司將負責賠償貴會包括訴訟費、律師費在內之一切損害。

Our company, participating in _____ (name of exhibition), will, along with the commissioned decoration company, strictly adhere to all relevant regulations and ICC Tainan Operational Regulations (including regulations concerning flame-retardant materials). We will instruct the decoration company to completely remove all decoration materials and waste (including tape and residual adhesive in the booth) before the end of the move-out date and remove them from the exhibition site. Should any violations occur, we are willing to unconditionally accept your company's handling and bear all associated damages and legal liabilities.

Furthermore, our company guarantees that should any property damage, injury, or other tort incidents occur due to improper design, construction, use, or dismantling of the booth, we will assume all legal responsibilities and ensure that your company is exempt from any resulting civil or criminal prosecutions. Otherwise, our company will be responsible for compensating your company for all damages, including litigation costs and attorney fees.



此 致

大臺南會展股份有限公司

Recipient of Letter of Undertaking:

ICC TAINAN Co., Ltd.

立承諾書

Declarants

參展公司名稱

(Name of Exhibitor)

參展公司及負責人用印

(Seals of the Exhibitor and
the Person in Charge)

聯絡人

(Contact Person)

電話

(Phone Number)

行動電話

(Mobile Phone Number)

地址

(Address)

Email

裝潢公司名稱

(Name of
Decoration
Company)

裝潢公司及負責人用印

(Seals of the Company' s
and the Person in Charge)

聯絡人

(Contact Person)

電話

(Phone Number)

行動電話

(Mobile Phone Number)

地址

(Address)

Email



※ (必填) 水電承包商 (Mandatory) Plumbing and Electrical Contractor

公司名稱 (Company Name)	負責人 (Person in Charge)
聯絡人 (Contact Person)	
電話 (Phone Number)	行動電話 (Mobile Phone Number)
地址 (Address)	

地毯承包商 Carpet Contractor

公司名稱 (Company Name)	負責人 (Person in Charge)
聯絡人 (Contact Person)	
電話 (Phone Number)	行動電話 (Mobile Phone Number)
地址 (Address)	

中 華 民 國 年 月 日 Date: _____

※ 請詳閱前述整份大臺南會展中心現場作業規範所委託施工之廠商均已向貴公司完妥裝潢商資格登記後，填妥本件 (請自行影印存參)，連同「大臺南會展中心施工前安全衛生承諾書」(附件 1.2.1~3)，請於 月 日前以彩色掃描並於表單空白處填寫「掃描本承諾與正本具相同效力」提交本公司窗口。未依規定送交本切結書者，恕不發給廠商參展識別證。

※ Please carefully review all provisions in ICC Tainan regulations. Upon registration of all decoration contractors with your company, please fill out this document (please make a copy for your record), along with the "ICC TAINAN Pre-construction Safety and Hygiene - Letter of Undertaking" (Appendices 1.2.1~3), scan in color and indicate "scanned copy has the same legal effect as the original" on blank space and submit it to our company before _____ (date). Failure to submit this declaration form as required will result in the withholding of exhibitor identification cards.



※已繳交附件 1.2.1~3 及附件 1.3、1.4 請參展廠商於進場期間 (月 日至 日) 憑公司名片至攤位所在展區之服務台領取參展廠商識別證。

※ Exhibitors who have already submitted Appendices 1.2.1~3 and Appendices 1.3, 1.4 are kindly requested to collect the exhibitor identification cards at the service counter in the respective exhibition venue where your booth is located during the move-in period, from _____ (date) to _____ (date). Please present your company's business card upon collection.



【附件 1.4】大臺南會展中心會議室佈置切結書

Appendix 1.4: ICC Tainan Conference Room Setup - Declaration Form

111 年 7 月 制定

Established in July, 2022

本公司於民國____年__月__日至____年__月__日期間承作_____
(借用單位) 假大臺南會展中心_____(會議室/展覽區名稱及編號)
舉辦之『_____]活動，於活動期間如因本公司架設之室內裝潢、音響、
燈光、舞台、形象展示物及各種特效或攝錄影等設備之操作發生人員傷亡、財物損失或損壞大臺南
會展中心設施、設備或影響其他會議之進行等，本公司願負一切法律及賠償責任，且若貴公司因之
被訴或負賠償責任，本公司亦將賠償貴公司訴訟費、律師費等一切費用及所受損害。

Our company will be responsible for setting up _____
(Meeting Room/Exhibition Venue Name and Number) at ICC Tainan for the event titled
_____(Event Name) from _____ (date) to _____(date).
During the event period, if any casualties, property loss or damage, or disruption to the
facilities, equipment, or proceedings of other conferences occur due to the indoor decorations,
sound systems, lighting, stages, image displays, various special effects, or filming equipment
provided by our company, we agree to assume all legal and compensation responsibilities.
Furthermore, if your company is sued or held liable for compensation as a result, we will
compensate your company for all legal fees, attorney fees, and damages incurred.

此 致

大臺南會展股份有限公司

Recipient of Letter of Undertaking:

ICC TAINAN Co., Ltd.



立承諾書

Declarants

公司名稱

(Company Name) _____

統一編號

(Unified Business Number) _____

負責人 (印鑑章)

(Person in Charge (Seal)) _____

現場聯絡人

(On-Site Contact Person) _____

電話

(Phone Number) _____

行動電話

(Mobile Phone Number) _____

地址

(Address) _____

※ 若為統包商且同意為下列分包商行為負責者，請詳填下列分包商之相關資料，否則各分包商仍應各自填寫佈置切結書並繳交十萬元保證金

※ If you are the general contractor and agree to assume responsibility for the actions of the subcontractors listed below, please provide detailed information for each subcontractor. Otherwise, each subcontractor should individually fill out the declaration form and submit a deposit of one hundred thousand dollars.

包商負責項目 Subcontractor's Responsible Items	公司名稱 Name of Subcontractor	聯絡人 Contact Person	手機號碼 Mobile Number
舞台與裝潢(木作) Stage and Decoration (Woodwork)			
現場布置 On-site Decoration			
地毯 Carpet			



包商負責項目 Subcontractor's Responsible Items	公司名稱 Name of Subcontractor	聯絡人 Contact Person	手機號碼 Mobile Number
音響 (註明 Microphone 頻率) Audio System (Please specify Microphone Frequency)			
燈光 Lighting			
投影 Projection			
錄影、攝影 Recording, Filming			
特效 Special Effects			

中 華 民 國 年 月 日 Date: _____

※ 請詳閱前述整份大臺南會展中心現場作業規範所委託施工之廠商均已向貴公司完妥裝潢商資格登記後，填妥本件（請自行影印存參），連同「大臺南會展中心施工前安全衛生承諾書」（附件 1.2.1~3），請於 月 日前以彩色掃描並於表單空白處填寫「掃描本承諾與正本具相同效力」，以電子檔方式郵寄或以掛號方式寄回。

※未依規定送交本切結書者，恕不發給廠商參展識別證。

※ Please carefully review all provisions in ICC Tainan Operational Regulations. Upon registration of all decoration contractors with your company, please fill out this document (please make a copy for your record), along with the "ICC TAINAN Pre-construction Safety and Hygiene - Letter of Undertaking" (Appendices 1.2.1~3), scan in color and indicate "scanned copy has the same legal effect as the original" on blank space and submit it to our company via email or registered mail before _____ (date).

※ Failure to submit this declaration form as required will result in the withholding of exhibitor identification cards.



【附件 2】大臺南會展中心水電作業相關說明 Appendix 2: ICC Tainan Guidelines for Plumbing and Electrical Work

111 年 7 月 修訂

Last updated in July, 2022

一、申請方式

Application Guidelines

1.1 主辦單位於租借大臺南會展股份有限公司（簡稱本公司）場地期間，應自行負擔公共照明用電以外之配電工料、耗電費及用水之配管工料及水費。整體電氣承裝作業，包括用水、一次側供電（即從配電盤供電端引接配線至現場配電箱）及壓縮空氣管線配置工程，應委由本公司合約商「嘉登會展管理顧問有限公司台南分公司」負責。

The Organizer, during the lease period of ICC Tainan Co., Ltd. (hereinafter referred to as "the Company"), shall bear the costs of devices needed for electrical distribution and electricity consumption other than public lighting, as well as the costs of devices needed for plumbing and water consumption. The overall electrical installation work, including water supply, primary power supply (i.e., wiring from the power distribution panel to the on-site distribution box), and compressed air pipeline configuration, shall be undertaken by the contractor of the Company, "GIS MANAGEMENT CO., LTD. Tainan Branch."

1.2 主辦單位須依所有攤位之用水用電需求另製「水電需求明細表」（表內載明攤位編號、攤位名稱、電壓規格、耗電量、用水數量及使用壓縮空氣數量），另請同時檢附攤位水電位置圖，於主辦單位/借用單位**進場首日 22 天前（例：5/30 為主辦單位裝潢進場首日，則應於 5/8 18:00 前）**送交本公司合約商，始得視同完成申請作業，並由本公司審核後按圖施工。

The Organizer must prepare a "Water and Electricity Application Form" according to the water and electricity requirements of booths (including booth number, booth name, voltage specifications, power consumption, water usage, and compressed air usage). Additionally, please provide a water and electricity layout plan of booths. These documents must be submitted to the contractor of the Company **no later than 22 days before the first day of move-in (for example, if the Organizer's move-in begins on May 30, the documents should be submitted by 18:00 on May 8)**. Only then will the application process be considered



complete, and construction shall proceed according to the plans reviewed and approved by the Company.

1.3 本公司依主辦單位提供之申請資料，提供各單一參展商相關之水、電、壓縮空氣設備如下：
Based on the application information provided by the organizer, the Company will provide the following water, electricity, and compressed air equipment for each individual exhibitor:

一般用電：110V 以電源箱供應電源，每一回路最大用電量為 22KW，超過 22KW 部分由另一回路供應，22KW 內僅提供一個 110V 電源箱。本公司僅提供 NBF(無熔絲開關)及箱體至攤位指定位置上，參展廠商需自行負責接至機器或任何展品設備。

General usage：110V power is supplied through a power distribution box. The maximum power consumption per circuit is 22KW. If it exceeds 22KW, an additional circuit will be used. Within 22KW, only one 110V power distribution box will be provided. The Company is only responsible for providing NBF (no fuse breaker) and the enclosure to the designated location of the booth, exhibitors are responsible for connecting the electricity to their machines or any exhibition equipment themselves.

動力用電：220V、380V 以各自獨立的電源箱供應電源。本公司僅提供 NBF(無熔絲開關)及箱體至攤位指定位置上，參展廠商需自行負責接至機器或任何展品設備。

Heavy usage：220V and 380V are supplied through separate power distribution boxes. The Company is only responsible for providing NBF (no fuse breaker) and the enclosure to the designated location of the booth. Exhibitors are responsible for connecting the electricity to their machines or any exhibition equipment themselves.

給排水管：給水 (1/2 英吋) 排水 (3/4 英吋) 僅供應球閥不供應水龍頭，參展廠商自行裝設管路、水龍頭、水容器、水槽，如漏、淹水造成本公司或其它廠商之損失，廠商須負全部賠償責任。

僅提供 1 樓室內及戶外展區申請。






Water Supply and Drainage Pipes：For water supply (1/2 inch) and drainage (3/4 inch), only ball valves are provided, not faucets. Exhibitors are responsible for installing pipelines, faucets, water containers, and sinks themselves. In the event of leaks or flooding causing losses to the Company or other exhibitors, the exhibitor shall bear full responsibility for

compensation. **This service is only available in the indoor and outdoor exhibition areas on the first floor.**

壓縮空氣：接頭：1/2 英吋，僅供應球閥及快速接頭母接頭。 **僅提供 1 樓展覽區申請。**

Compressed Air：Connection: 1/2 inch, only ball valves and quick connect female couplers are provided. **This service is only available in the exhibition area on the first floor.**

大臺南會展中心-設備照片 ICC Tainan - Equipment Photos

	 <p>大會電箱無附插座， 插座請洽裝潢申請。</p>			
<p>電源箱 110V、220V、 380V、24 小時皆 以各自獨立的電源 箱供應電源</p>	<p>電源箱無附插座</p>	<p>給排水管 僅供應球閥，不供 應水龍頭</p>	<p>壓縮空氣 (1/2英吋)附快速接頭 母街頭</p>	<p>電源箱 於攤位示意圖</p>
<p>Power distribution box 110V, 220V, 280V, 24 hours. Power will be supplied by individual boxes.</p>	<p>No sockets will be provided. Please apply for sockets separately through your Decoration Contractor.</p>	<p>Water supply and drainage Only ball valves are provided, not faucets. [1/2 inch] [3/4 inch]</p>	<p>Compressed air 1/2 inch with quick connect female couplers</p>	<p>Location of power distribution power in the booth</p>



二、費用說明

Charges

2.1 裝配工程費 Installation Fee :

水、電、壓縮空氣等管線裝配費用由借用單位逕與本公司合約商「嘉登會展管理顧問有限公司台南分公司」結算，收費標準請參閱「【附件 2.3】大臺南會展中心水電工程收費標準」，該費用需於主辦單位**進場首日 14 天前完成繳付**（例：5/30 為主辦單位裝潢進場首日，則為 5/16 18:00 前）。

The installation fees for water, electricity, compressed air, other pipelines and wires should be settled directly between the tenant and the contractor of the Company, "GIS MANAGEMENT CO., LTD. Tainan Branch," Please refer to the "【Appendix 2.3】ICC Tainan Plumbing and Electrical Services - Fee Schedule" for details. This fee must be paid in **full 14 days before the first day of move-in (for example, if the Organizer's move-in begins on May 30, payment must be completed by 18:00 on May 16).**

2.2 進場首日前撤銷、變更、逾期申請、現場移位或追加等費用

Fees for Cancellation, Changes, Late Application, On-site Relocation, or Addition Before the First Day of Move-in :

2.2.1 撤銷 (或變更) : 需於進場首日 10 天前 (例：5/30 為主辦單位裝潢進場首日，則應於 5/20 18:00 前) 以書面提出，已繳費用之 80% 將予退還。逾期提出者將不予接受變更或退費。

2.2.1 Cancellation (or modification): Requests for cancellation (or modification) must be submitted in writing at least 10 days before the first day of move-in (for example, if the Organizer's move-in begins on May 30, the documents should be submitted by 18:00 on May 20). 80% of the paid fees will be refunded. Requests for modification or refunds submitted after the deadline will not be accepted.

2.2.2 逾期 Late Application :

進場首日前 14~21 天完成申請作業(例：5/30 為裝潢進場首日，則應於 5/9~5/16 18:00 前)，須加付 **20%逾期申請費**。



For applications submitted 14 to 21 days before the first day of move-in (for example, if move-in begins on May 30, the application is submitted between May 9 and May 16 by 18:00), a late application fee of 20% will be charged.

進場首日前 1~13 個工作天完成申請(例：5/30 為裝潢進場首日，則應於 5/16~5/29 18:00 前)，須加付 30%逾期申請費。

For applications submitted 1 to 13 days before the first day of move-in (for example, if move-in begins on May 30, the application is submitted between May 16 and May 29 by 18:00), a late application fee of 30% will be charged.

2.2.3 現場移位：電源箱已施工完成，要求再移位者，需加收該項裝配工程費用之 50%的移位工程費。

On-Site Relocation: If the power distribution box has already been installed and relocation is requested, an additional 50% of the installation fee will be charged.

2.2.4 現場取消：電源箱已施工完成，要求取消原申請設施，本公司僅撤除原申請設備，但不予退費。

On-Site Cancellation: If the power distribution box has already been installed and a cancellation is requested, the Company will only remove the equipment concerned but will not issue a refund.

2.2.5 現場追加：進場當日新申請設備，除須收取原訂之裝配工程費以外，另加計 50%的追加工程費。

2.2.5 On-Site Addition: For additional requests made on the day of move-in, in addition to the scheduled installation fee, an additional 50% of the installation fee will be charged.

2.2.6 現場變更：電源箱已施工完成，要求變更電壓規格或耗電量者，本公司視同現場取消後，再行現場追加方式處理，原申請設備不予退費，新申請以該項裝配工程費用 150%計收。

On-Site Modification: If the power distribution box has already been installed and a modification in voltage specifications or power consumption is requested, the Company will handle it as an on-site cancellation followed by an on-site addition. There will be no



refund for the originally requested equipment, and **the new request will be charged at 150% of the scheduled installation fee.**

上述費用主辦單位需於展覽結束後 10 天內逕與本公司合約商「嘉登會展管理顧問有限公司台南分公司」結算繳付。

The above fees must be settled and paid directly by the Organizer to the contractor of the Company, "GIS MANAGEMENT CO., LTD. Tainan Branch," within 10 days after the conclusion of the exhibition.

三、水電費

Water and Electricity Fees

借用單位於場地租借期間之水電費將依實際使用錶列度數計收，並於出場日結束後 10 天內向本公司繳付（目前電費每度 6.8 元，水費每度 13 元，實際水、電費依本公司當時公告之收費標準為準）。

During the lease period of the venue, the Tenant will be charged for water and electricity based on actual usage readings. Payment must be made to the Company within 10 days after the end of the move-out (The current electricity rate is NT\$6.8 per kilowatt-hour, and the water rate NT\$13 per kilowatt-hour. The actual water and electricity fees are subject to the fee schedules announced by the Company by that time).

四、安全責任

Safety Responsibility

4.1 本公司為維護管理用電安全，將依主辦單位提供之「攤位水電位置圖」，提供 NFB（無熔絲開關）及箱體至攤位指定位置，請主辦單位及參展廠商於搭建攤位規劃時，務必預留電源箱空間以配合施工。

In order to maintain safety, the Company will provide NFB (no fuse breaker) and the box to the designated location of the booth according to the "Water and Electricity Layout Plan of Booths" provided by the Organizer. The Organizer and exhibitors must reserve space for the power distribution box during booth construction.



4.2 若攤位有進排水需求，且為加高地板設計，因涉及攤位給排水配置作業，主辦單位需先請與本公司合約商確認加高地板維修孔的開設位置，參展廠商請勿先行開設維修孔，以免造成預留孔位錯誤。

If the booth requires water supply and drainage and involves the installation of raised floors, the Organizer must first consult with the contractor of the Company to confirm the location for opening maintenance holes in the raised floor. Exhibitors should not open maintenance holes in advance to avoid incorrect positioning of reserved holes.

4.3 若遇台灣電力公司供電中斷，或本會展中心電力設備臨時性故障時，本公司均不予賠償。

The Company shall not be liable for compensation in the event of a power outage by the Taiwan Power Company or temporary malfunction of the ICC Tainan power equipment.

4.4 凡申請 24 小時全天候供電者，若遇台灣電力公司供電中斷或本中心電力設備突發故障造成損害，本公司均不予以賠償。

For those who apply for 24-hour uninterrupted power supply, the Company shall not be liable for compensation in the event of a power outage by the Taiwan Power Company or sudden failure of the power equipment at the ICC Tainan, resulting in damage.

4.5 如有以下情況，本公司得逕行切斷水、電源，不另通知。若因而造成之相關損失概由主辦單位及參展廠商自行負責：

ICC Tainan may disconnect the water and power supply without notice under the following circumstances, any related losses incurred shall be borne solely by the Organizer and the exhibitors:

(1) 未經申請，私自接用水電。

Unauthorized connections to water and electrical supplies without prior application.

(2) 已申請未依期限繳費者。

Failure to pay the applicable fees within the specified deadline after submitting an application.



(3) 未依實際用電情形申請用電而超載者。

Usage exceeding the approved electricity load; failure to apply based on actual usage and conditions.

(4) 其他違規及不安全之用電行為。

Other violations and unsafe practices concerning electricity use.

4.5 主辦單位申請用電合計容量若超出大臺南會展中心既有供電迴路容量時，本公司將停止受理申請。

Should the total electricity capacity requested by the organizer exceed the existing supply circuit capacity of ICC Tainan, the company will cease the application.

4.6 展出期間，主辦單位使用之用電若超出申請用量時，經本公司查覺，超出部份需補費。

During the exhibition period, if the electricity used by the organizer exceeds the amount applied for, the excess usage will be charged.

4.7 該超出部份如影響電力系統運作時，本公司有權立即斷電不另通知，如因而造成損失，概由主辦單位自行負責。

If the excess usage adversely affects the operation of the electricity system, ICC Tainan reserves the right to immediately cut off the power supply without notice. Any losses incurred as a result shall be the sole responsibility of the Organizer.

4.8 展場內，禁止使用燃油式發電機組供電。

The use of fuel-powered generators for electricity supply is prohibited within the exhibition venue.

五、水電裝潢管理

Management of Water and Electrical Installations

5.1 連接配線

5.1 Connection and Wiring





5.1.1 公共管溝接電及連接給排水設備到攤位內：未經申請參展廠商不得私自接取電源，亦不可向他方取得水源，並禁止由廁所取得供水。違者除停止供水供電外，得禁止該攤位展出。

Connection of electrical wiring, water supply and drainage equipment from public conduits to the booths: Exhibitors shall not connect to power sources without prior application, nor may they obtain water from other parties. It is also prohibited to source water from restrooms. Violators will not only have their water and power supply cut off, but may also be prohibited from exhibiting at their booth.

5.1.2 本中心展場配線溝槽僅供配線使用，嚴禁排水於配線溝槽內，以免造成跳電、走火等意外。

The wiring trenches in the ICC Tainan exhibition venue are solely for the purpose of electrical wiring. To prevent accidents such as electrical tripping and fire hazards, it is strictly forbidden to discharge water into these trenches.

5.1.3 化學製品污染的廢水，不得未經處理排放。排放含有油汙的廢水必須設置油脂截留槽，經確實過濾油汙後，始可排放至公共管溝內之排水接口。基於安全考量，本公司保留權利，得於展出時段外切斷對該參展廠商的供水。

Wastewater contaminated with chemical products must not be discharged untreated. Wastewater containing oil must be possessed by an oil interceptor tank to filter out oil residues before it can be discharged into the public drainage. For safety considerations, ICC Tainan reserves the right to cut off water supply to the exhibitor outside of exhibition hours.

5.2 攤位內裝設

Booth Installations

5.2.1 凡申請用電者（含 24 小時用電者），應自行加設保護措施（如不斷電系統等），若遇電力公司供電中斷，或本中心電力設備臨時性故障時，本公司均不予賠償。

All applicants for electricity use (including those requiring 24-hour electricity) must implement their own protective measures, such as uninterruptible power supply systems. ICC Tainan will not provide compensation in the event of a power outage caused by the utility company or temporary malfunctions of the Center's electrical equipment.



5.2.2 參展廠商攤位範圍內的電路、照明、燈具裝設均須委託領有合格電器承裝業證書之水電廠商提供與施作，並須遵守中華民國國家標準（CNS）規定及公認的技術慣例，違者除停止供電外，本公司得禁止該攤位展出，若因而造成公共危險或財物損失或人員傷亡時，借用單位及違規參展廠商應連帶負賠償及法律責任。

The installation of electrical circuits, lighting, and fixtures within the exhibitor's booth must be carried out by licensed electricians and plumbers holding valid electrical installation certificates. All installations must comply with the Republic of China National Standards (CNS) and universal technical practices. Violations will result in the cessation of power supply, and ICC Tainan may prohibit the exhibitor from exhibiting at the booth. In cases where public danger, property damage, or personal injury occurs, the Tenant and the violating exhibitors will be jointly liable for compensation and legal responsibilities.

5.2.3 嚴禁拆除及破壞展場用電設施，或配接與展場用電設施不相容之電氣配件，以免導致設備過載或不良，造成跳電、走火等意外，查獲之違規設備一律強制拆除，拆除費用由違規參展廠商及裝潢承包商或借用單位連帶負擔，違規攤位將停止供電。

It is strictly prohibited to dismantle or damage the electrical facilities of the venue or to connect incompatible electrical accessories that may lead to equipment overload or malfunction, causing electrical tripping or fire hazards. Any violations will result in the mandatory removal of the infringing installations. The cost of removal will be jointly borne by the non-compliant exhibitor, the decoration contractor, or the Tenant. Power supply to the violating booth will be terminated.

5.2.4 請避免過於誇張的燈光設計，嚴格禁止使用會造成干擾的裝置，例如霓虹燈及閃爍、跳動或旋轉式之跳燈及串燈（攤位內之展品除外）。所有的燈光效果必須限制在攤位以內。各種燈具不得向上方照射，以避免落物停留於燈罩上，遇熱燃燒，造成危險，亦不得將燈具朝向攤位外使用。

Please avoid excessively elaborate lighting designs. The use of devices that may cause disturbance, such as neon lights, pulsating or rotating flashing lights and string lights (except for those used to display products within the booth) is strictly prohibited. All lighting effects must be confined within the booth area. Lighting fixtures must not be directed upwards to prevent debris from accumulating on lamp covers and potentially





igniting due to heat, posing a risk of fire. Additionally, fixtures must not aim at the outside of the booth area.

5.2.5 未經本公司同意，不得於攤位內自設空調設備，違者經本公司開立違規通知予參展廠商及借用單位，要求於 2 小時內自行拆除而未拆除者，得處新臺幣 1 萬元（含稅）罰款、並立即拆除該空調設備電源線路，因此所產生之費用及罰款均由借用單位繳付之保證金扣抵。如確有攤位內裝設空調設備之需要者，應於展前向借用單位提出書面申請，由借用單位於展前 30 天彙送本公司審核，並經本公司書面同意後方得設置。

Without the consent of ICC Tainan, the installation of air conditioning units within the booth is prohibited. Violators will receive a violation notice demanding the removal of the unauthorized equipment within 2 hours. Failure to comply will result in a fine of NT\$10,000 (including tax), and immediate termination of the air conditioning unit's power supply. All associated costs and fines will be deducted from the security deposit of the Tenant. If there is a genuine need to install air conditioning within the booth, a written application must be submitted to the Tenant before the exhibition, which must be forwarded to ICC Tainan for approval 30 days prior to the event. Installation can proceed only after written consent is granted by ICC Tainan.

5.2.6 基於特別的安全考量，凡可生熱及散熱的電氣設備（電爐、聚光燈、變壓器等）必須裝置於不易燃、無石棉的底座上，運作時必須適當監視。

Due to special safety considerations, all electrical equipment that generates or dissipates heat (such as electric stoves, spotlights, transformers, etc.) must be installed on non-flammable, asbestos-free bases. These devices must be properly monitored during operation.

5.2.7 攤位內所有接線、機器或設備，須經申請核准、遵守相關規定，且不得超出所申請用水用電容量。違反規定者，本公司得逕行自違規攤位移除存放，並由該參展廠商承擔費用與風險。

All wiring, machinery, or equipment within the booth must be officially approved through application. They must comply with relevant regulations, and must not exceed the applied capacity for water and electricity usage. In cases of non-compliance, ICC Tainan reserves the right to remove the violating items from the booth at the exhibitor's expense and risk.



【附件 2.1】大臺南會展中心用電安全切結書 Appendix 2.1: ICC Tainan Electrical Safety - Declaration Form

111 年 7 月 制定
Last updated in July, 2022

____年____月____日至____年____月____日於大臺南會展中心舉辦之_____係
委由本公司（工程行）統籌辦理該展整體電氣承裝工程。現已完成安裝並經本公司（工程行）全面
檢查 安全無虞，請貴司依規定時間準時供水、供電、供氣。之後若因施工不良造成任何生命財產之
意外損失，概由本公司負賠償責任。

From _____[start date] to _____[end date],
[name of exhibition] held at ICC Tainan has contracted our company (the electrical contractor)
to oversee all electrical installation works. The installations have been completed and
thoroughly inspected by our firm, ensuring they are safe and secure. Please provide water,
electricity, and gas supply in accordance with the agreed schedule. Should there be any
accidents resulting in loss of life or property due to improper installation, our company will
assume full responsibility for compensation.

此 致

大臺南會展股份有限公司

Recipient of Letter of Undertaking:

ICC TAINAN Co., Ltd.

立承諾書

Declarants

甲級電器承裝業公司

(Class A Electrical Installation Company) _____ (印鑑章) (Seal)

負責人

(Person in Charge) _____ (印鑑章) (Seal)

中 華 民 國 年 月 日

Date: _____

※請於開展前填妥並檢附甲級電器承裝業登記執照影本送交大臺南會展股份有限公司。

※ Please complete and submit a copy of the Class A Electrical Installation License to ICC
Tainan Co., Ltd. before the exhibition commences.



【附件 2.2】大臺南會展中心水電申請表 Appendix 2.2: ICC Tainan Water and Electricity Supply - Application Form

111 年 7 月 制定
Last updated in July, 2022

※填寫本表，請先參閱收費標準(附件 2.3)及申請說明(附件 2)※

※ Before filling out this form, please refer to the Fee Schedule (Appendix 2.3) and the Application Guidelines (Appendix 2) ※

(A) 一般(含照明)用電 110V 電源箱：(110V 60HZ 附 NFB 及箱體，無提供插座。)

(申請級數須為：0.5KW、1KW、1.5KW、2KW、4KW、6KW、9KW、12KW、15KW、18KW、22KW)

Standard (including lighting) 110V power distribution box：(110V 60HZ with NFB and the enclosure, no outlets provided.)

(Applicable power levels are: 0.5KW, 1KW, 1.5KW, 2KW, 4KW, 6KW, 9KW, 12KW, 15KW, 18KW, 22KW)

(B) 本公司承租_____個攤位，用電共 110V 合計_____KW (每一回路最大用電量為 22KW，超過 22KW 部分由另一回路供應)

Our company is renting _____ booth(s), the total usage of 110V electricity will be _____ KW. (Each circuit can support a maximum of 22KW; any usage exceeding 22KW will be supplied by an additional circuit.)

(C) 動力用電 220V、380V 電源箱：(附 NFB 及箱體，無提供插座。)

申請級數須為：15A、20A、30A、40A、50A、60A、75A.....請參考「【附件 2.3】大臺南會展中心水電工程收費標準」。

Heavy usage 220V/380V power distribution box: (Includes NFB and the box, no outlets provided.)



Applicable power levels are: 15A, 20A, 30A, 40A, 50A, 60A, 75A, etc. Please refer to "【Appendix 2.3】ICC Tainan Plumbing and Electrical Engineering Fee Schedule" for details.

例：需求的電量為 80A，則須申請 100A。

Example: If the required electricity capacity is 80A, then an application for 100A should be made.

- 3 ψ 3W 220V 60HZ : 1. _____ A、2. _____ A、3. _____ A、4. _____ A、5. _____ A。
- 3 ψ 4W 380V 60HZ : 1. _____ A、2. _____ A、3. _____ A、4. _____ A、5. _____ A。

(D) 24 小時電源箱：(附 NFB 及箱體，無提供插座。)

24-hour power distribution box: (Includes NFB and enclosure, no outlets provided.)

- 1 ψ 110V 60HZ : 5A _____ 組(Set)、15A _____ 組(Set)、20A _____ 組(Set)。
- 3 ψ 3W 220V 60HZ : 15A _____ 組(Set)、20A _____ 組(Set)、30A _____ 組(Set)、40A _____ 組(Set)、A _____ 組(Set)。
- 3 ψ 4W 380 60HZ : 15A _____ 組(Set)、20A _____ 組(Set)、30A _____ 組(Set)、40A _____ 組(Set)、A _____ 組(Set)。

(E) 給排水管(Water supply and drainage pipes) : _____ 組(Set)

(壓力約 2 公斤/平方公分，給水 1/2 英吋、排水 3/4 英吋。)

(Pressure approximately 2 kg/cm², supply 1/2 inch, drainage 3/4 inch.)

(F) 壓縮空氣(Compressed Air) : _____ 組(Set)

(壓力約 7 公斤/平方公分，600 公升/分鐘；供應快速接頭母接頭。)

Pressure approximately 7 kg/cm², 600 liters per minute; supplied with quick connect female couplers.



攤位名稱 (Booth Name)	攤位號碼 (Booth Number)	<input type="checkbox"/> 同左 (Same as above) <input type="checkbox"/> 另列如下 (Specify below)	<div style="border: 1px solid black; width: 250px; height: 150px; margin: 0 auto;"></div> <p style="text-align: center;">公司印鑑章 (Company seal)</p>
統一編號 (Unified Business Number)	發票資料 (Invoice Details)		
發票抬頭 (Invoice issued to)	發票統編 (Unified Business number on invoice)		
聯絡人 (Contact Person)	手機號碼 (Mobile Number)		
電話號碼 (Phone Number)	傳真號碼 (Fax Number)		<div style="border: 1px solid black; width: 200px; height: 120px; margin: 0 auto;"></div> <p style="text-align: center;">負責人印鑑章 (Person in Charge's seal)</p>
Email			

1. 撤銷 (或變更) : 需於進場首日 10 天前 (例 : 5/30 為主辦單位裝潢進場首日 , 則應於 5/20 18:00 前) 以書面提出 , 已繳費用之 80% 將予退還。逾期提出者將不予接受變更或退費。

Cancellation (or modification): Requests for cancellation (or modification) must be submitted in writing at least 10 days before the first day of move-in (for example, if the Organizer's move-in begins on May 30, the documents should be submitted by 18:00 on May 20). 80% of the paid fees will be refunded. Requests for modification or refunds submitted after the deadline will not be accepted.



2. 逾期

Late Application

- (1) 進場首日前 14~21 天完成申請作業(例：5/30 為裝潢進場首日，則應於 5/9~5/16 18:00 前)，須加付 20%逾期申請費。

For applications submitted 14 to 21 days before the first day of move-in (for example, if move-in begins on May 30, the application is submitted between May 9 and May 16 by 18:00), a late application fee of 20% will be charged.

- (2) 進場首日前 1~13 個工作天完成申請(例：5/30 為裝潢進場首日，則應於 5/16~5/29 18:00 前)，須加付 30%逾期申請費。

For applications submitted 1 to 13 days before the first day of move-in (for example, if move-in begins on May 30, the application is submitted between May 16 and May 29 by 18:00), a late application fee of 30% will be charged.

3. 現場移位：電源箱已施工完成，要求再移位者，需加收該項裝配工程費用之 50%的移位工程費。

On-Site Relocation: If the power distribution box has already been installed and relocation is requested, an additional 50% of the installation fee will be charged.

4. 現場取消：電源箱已施工完成，要求取消原申請設施，本公司僅撤除原申請設備，但不予退費。

On-site Cancellation: If the power distribution box has already been installed and a cancellation is requested, the Company will only remove the equipment concerned but will not issue a refund.

5. 現場追加：進場當日新申請設備，除須收取原訂之裝配工程費以外，另加計 50%的追加工程費。

On-site Addition: For additional requests made on the day of move-in, in addition to the scheduled installation fee, an additional 50% of the installation fee will be charged.



6. 現場變更：電源箱已施工完成，要求變更電壓規格或耗電量者，本公司視同現場取消後，再行現場追加方式處理，原申請設備不予退費，**新申請以該項裝配工程費用 150%計收。**

On-site Modification: If the power distribution box has already been installed and a modification in voltage specifications or power consumption is requested, the Company will handle it as an on-site cancellation followed by an on-site addition. There will be no refund for the originally requested equipment, and **the new request will be charged at 150% of the scheduled installation fee.**

上述費用主辦單位需於展覽結束後 10 天內逕與本公司結算繳付。

The above fees must be settled and paid directly by the Organizer to the contractor of the Company, "GIS MANAGEMENT CO., LTD. Tainan Branch," within 10 days after the conclusion of the exhibition.



【附件 2.3】大臺南會展中心水電工程收費標準 Appendix 2.3: ICC Tainan Plumbing and Electrical Services - Fee Schedule

111 年 6 月 制定
Last updated in June, 2022

項次 (No.)	項目(可用電量以功率因數 100%計算) Item(Power usage is calculated with a power factor of 100%)	定價(元) Price (NTD)	項次 (No.)	項目(可用電量以功率因數 100%計算) Item (Power usage is calculated with a power factor of 100%)	定價(元) Price (NTD)
1	單相(Single-phase) 110V 0.5KW(5A)	625	11	三相(Three-phase) 110V/190V 22KW	27,500
2	單相(Single-phase) 110V 1KW(10A)	1,250	12	三相(Three-phase) 220V 動力 用電(heavy usage) 15A	2,920
3	單相(Single-phase) 110V 1.5KW(15A)	1,875	13	三相(Three-phase) 220V 動力 用電(heavy usage) 20A	5,521
4	三相(Three-phase) 110V/190V 2KW	2,500	14	三相(Three-phase) 220V 動力 用電(heavy usage) 30A	7,571
5	三相(Three-phase) 110V/190V 4KW	5,000	15	三相(Three-phase) 220V 動力 用電(heavy usage) 40A	9,864
6	三相(Three-phase) 110V/190V 6KW	7,500	16	三相(Three-phase) 220V 動力 用電(heavy usage) 50A	11,890
7	三相(Three-phase) 110V/190V 9KW	11,250	17	三相(Three-phase) 220V 動力 用電(heavy usage) 60A	15,638
8	三相(Three-phase) 110V/190V 12KW	15,000	18	三相(Three-phase) 220V 動力 用電(heavy usage) 75A	17,953
9	三相(Three-phase) 110V/190V 15KW	18,750	19	三相(Three-phase) 220V 動力 用電(heavy usage) 100A	24,173
10	三相(Three-phase) 110V/190V 18KW	22,500	20	三相(Three-phase) 220V 動力 用電(heavy usage) 125A	29,606



項次 (No.)	項目(可用電量以功率因數 100%計算) Item(Power usage is calculated with a power factor of 100%)	定價(元) Price (NTD)	項次 (No.)	項目(可用電量以功率因數 100%計算) Item (Power usage is calculated with a power factor of 100%)	定價(元) Price (NTD)
21	三相(Three-phase) 220V 動力 用電(heavy usage) 150A	35,039	34	三相(Three-phase) 380V 動力 用電(heavy usage) 125A	43,636
22	三相(Three-phase) 220V 動力 用電(heavy usage) 175A	38,897	35	三相(Three-phase) 380V 動力 用電(heavy usage) 150A	51,874
23	三相(Three-phase) 220V 動力 用電(heavy usage) 200A	54,568	36	三相(Three-phase) 380V 動力 用電(heavy usage) 175A	58,538
24	三相(Three-phase) 220V 動力 用電(heavy usage) 225A	63,151	37	三相(Three-phase) 380V 動力 用電(heavy usage) 200A	77,015
25	三相(Three-phase) 220V 動力 用電(heavy usage) 250A	73,309	38	三相(Three-phase) 380V 動力 用電(heavy usage) 225A	88,404
26	三相(Three-phase) 380V 動力 用電(heavy usage) 15A	7,227	39	三相(Three-phase) 380V 動力 用電(heavy usage) 250A	101,367
27	三相(Three-phase) 380V 動力 用電(heavy usage) 20A	9,032	40	單相(Single-phase) 24 小時 110V 5A(500W)	1,901
28	三(Three-phase)相 380V 動 力用電(heavy usage) 30A	12,170	41	單相(Single-phase) 24 小時 110V 15A(1,500W)	2,711
29	三相(Three-phase) 380V 動力 用電(heavy usage) 40A	14,836	42	單相(Single-phase) 24 小時 110V 20A(2,000W)	3,116
30	三相(Three-phase) 380V 動力 用電(heavy usage) 50A	17,501	43	220V 24 小時動力用電(heavy usage) 15A	8,759
31	三相(Three-phase) 380V 動力 用電(heavy usage) 60A	22,372	44	220V 24 小時動力用電(heavy usage) 20A	13,575
32	三相(Three-phase) 380V 動力 用電(heavy usage) 75A	26,370	45	220V 24 小時動力用電(heavy usage) 30A	17,607
33	三相(Three-phase) 380V 動力 用電(heavy usage) 100A	35,397	46	220V 24 小時動力用電(heavy usage) 40A	20,693



項次 (No.)	項目(可用電量以功率因數 100%計算) Item(Power usage is calculated with a power factor of 100%)	定價(元) Price (NTD)	項次 (No.)	項目(可用電量以功率因數 100%計算) Item (Power usage is calculated with a power factor of 100%)	定價(元) Price (NTD)
47	220V 24 小時動力用電(heavy usage) 50A	23,780			
48	220V 24 小時動力用電(heavy usage) 60A	31,276			
49	380V 24 小時動力用電(heavy usage) 15A	14,454			
50	380V 24 小時動力用電(heavy usage) 20A	18,065			
51	380V24 小時動力用電(heavy usage) 30A	24,341			
52	380V 24 小時動力用電(heavy usage) 40A	29,672			
53	380V 24 小時動力用電(heavy usage) 50A	35,003			
54	380V 24 小時動力用電(heavy usage) 60A	44,744			
55	給排水管 — 給水(1/2 英吋)排 水(3/4 英吋) Water supply pipes - Supply (1/2 inch) Drainage (3/4 inch)	2,363			
56	壓縮空氣 — (1/2 英吋)附快速 接頭母接頭 Compressed air - (1/2 inch) with quick connect female coupler	5,000			
57	接地線每 1A Ground wire per 1 ampere	27			



※以上報價為一個展期 7 天為週期計價，若超過則依實際使用週期報價，未足一週期以一週期計算，報價內含 NFB 箱體，無提供插座，均為台幣含稅價。

※The above quotation is based on a 7-day exhibition cycle. If usage exceeds 7 days, pricing will be based on the actual usage period. For periods less than a full cycle, it will be calculated as one cycle. The quotation includes NFB enclosures and excludes power sockets. All prices are in New Taiwanese Dollars inclusive of taxes.

※會議廳、特展區及戶外展區報價除依上述收費表收費外，另外需依實際衍生配電工料收費。

※ In addition to the charges outlined in the above table, conference halls, special exhibition areas, and outdoor exhibition areas will incur additional charges based on actual distribution material costs.



【附件 2.4】大臺南會展中心攤位水電位置圖 Appendix 2.4: ICC Tainan Plumbing and Electrical Layout Map for Booths

111 年 7 月 制定

Last updated in July, 2022

※於截止日前未提供者，電源箱將由大會配置於攤位內角落處，現場無法變更。

※For those who fail to provide the layout map before the deadline, the power distribution box will be allocated by the Center and placed in the corner of the booth, and on-site modification will not be possible.

請大會裝設：□一般(含照明)用電 110V 電源箱 (無附插座)。

Please install: One general (including lighting) 110V power distribution box (without sockets).

請大會裝設：(以下需求須申請及付費；大會電源箱無附插座)。

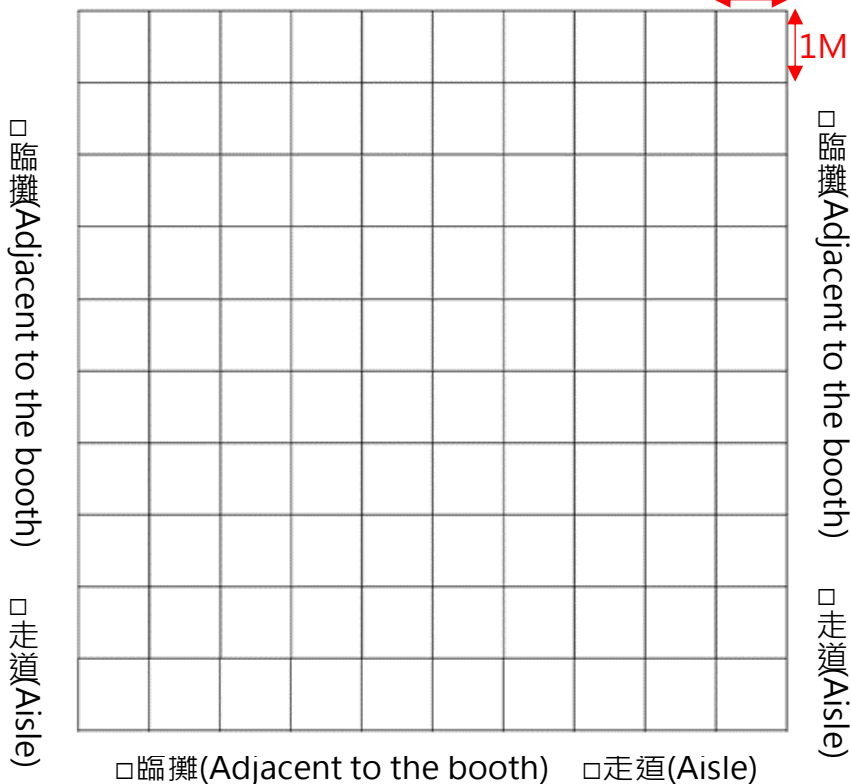
Please install: (The following items need to be applied for and paid for; power distribution boxes do not come with sockets).

- 220V 電源箱 (無附插座) 220V power distribution box (without sockets)
- 380V 電源箱 (無附插座) 380V power distribution box (without sockets)
- 24 小時電源箱 (無附插座) 24-hour power distribution box (without sockets) 、
- 給排水管 Supply and drainage pipes
- 壓縮空氣 Compressed air 。

請於下框繪圖

Please indicate in the box below.

☐ 臨攤 (Adjacent to the booth) ☐ 走道 (Aisle)



2攤位立面圖



本公司除於施工期間願接受展場電氣服務人員之督導外，保證由合格之電氣承包商負責攤位內電器設備配電工程，如因上列電器裝設或使用不當引起任何財物損失或任何意外，本公司保證負擔全部責任。

In addition to accepting supervision from ICC Tainan's electrical service staff during the construction period, our company guarantees that qualified electrical contractors will be responsible for the installation of electrical equipment within the booth. Should any property damage or accidents occur due to improper installation or use of the electrical devices, our company guarantees to assume full responsibility.



攤位名稱 (Booth Name)		攤位號碼 (Booth Number)			
聯絡人 (Contact Person)		聯絡電話 (Contact Phone Number)		聯絡手機 (Mobile Phone Number)	
設計(裝潢)公司 (Design (Decoration) Company)		聯絡電話 (Contact Phone Number)		聯絡手機 (Mobile Phone Number)	
攤位裝潢水電商 (Plumbing and electrical contractor of the booth)					
<p>附註(Note)：</p> <p>1. 逾期未繳交本表者，本公司將逕行施工，施工定位後若需移位須另外支付費用。 If this form is not submitted on time, the Company will proceed with the construction. If relocation is required after installation, additional fees will be charged.</p> <p>2. 大會僅提供水、電源箱至攤位定點，與展示設備連接部份之管線及用電器具之安全責任，由參展廠商自行負責。 The Center only provides water and power distribution boxes to designated points at the booths. The exhibitor will be solely responsible for the safety of connecting the power supply to electrical appliances.</p> <p>3. 所有電力以電源箱供電，無附插座，插座請與設計(裝潢)公司聯絡申請。 Power is supplied through power distribution boxes. Sockets will not be provided. Please apply to the Design (Decoration) Company for sockets.</p> <p>4. 請於____年____月____日前將本表填妥後，郵寄至主辦單位，逾期不受理。 Please complete this form and mail it to the organizer by _____ [date]. Late application will not be accepted.</p>					



【附件 2.5】電器設備消耗功率參考表 Appendix 2.5: Electrical Equipment Power Consumption Reference Table

111 年 7 月 制定

Last updated in July, 2022

品名 Equipment	耗電量 (瓦) Power Consumption (Watts)	品名 Equipment	耗電量 (瓦) Power Consumption (Watts)
基本裝潢投光燈 Basic decorative spotlight	10W	電視 Television	150W
方型投光燈 (圓型) Square spotlight (round)	100W	咖啡機 coffee machine	600W~1500W
鹵素燈 Halogen lamp	50W	冰箱 (家用) Refrigerator (household)	80~200W
日光燈 Fluorescent lamp	10~40W	開飲機 Water dispenser	600W
個人電腦 (桌上型) Personal computer (desktop)	100~200W	電磁爐 Induction cooker	800W
個人電腦 (筆記型) Personal computer (laptop)	20~50W	微波爐 Microwave oven	800W

※本表僅供參考，實際消耗功率應以該產品設備標示為準。實際消耗功率，例如電磁爐，請參考電磁爐背面的產品規格表(銀色貼紙)。

※This table is for reference only. Actual power consumption should be based on the labels on the equipment. Take an induction cooker for example, please refer to the product specifications label (silver sticker) on the back of the device.



※需申請之攤位總用電量 (KW) = 攤位上照明用電 (投光燈等) + 各種電器用品用電 (電視、開飲機、電腦、咖啡機等) + 展示產品用電總計。

※Total power consumption of the booth (KW) = Total lighting power consumption (e.g. spotlights) + total power consumption of various electrical appliances (TV, water dispenser, computer, coffee machine, etc.) + total power consumption of display products.

※若需 24 小時供電 (如水族箱、冰箱、冷凍或冷藏櫃) 或使用 220V(含)以上動力用電及進排水管，均需按規定日期申請。

※If 24-hour power supply is required (e.g., for aquariums, refrigerators, freezers, or refrigerated cabinets), or if power over 220V (inclusive), water supply and drainage pipes are required; applications must be submitted by the specified deadline according to the regulations.

※無論是否有超出免費累計電量，均需填寄攤位水電位置圖。

※Regardless of whether the electricity usage exceeds the prescribed range, a layout map showing the locations of water and power supply of the booth must be submitted.

大臺南會展中心-設備照片

<h3>電源箱</h3> <p>110V、220V、380V、24小時 皆以各自獨立的電源箱供應電源。</p>	<h3>電源箱無附插座</h3>	<h3>給排水管</h3> <p>僅供應球閥不供應水龍頭</p>														
	 <p>大會電箱無附插座。 插座請洽裝潢申請。</p>	 <p>給水四分管 (1/2英吋) 僅供應球閥</p> <p>排水六分管 (3/4英吋)</p>														
<h3>電源箱於攤位示意圖</h3>	<h3>壓縮空氣</h3> <p>(1/2 英吋)附快速接頭母接頭</p>	<h3>電器設備消耗功率</h3> <p>(請見電器背面銀色貼紙)</p>														
		<table><tr><td>品 名</td><td>18 吋伸縮立扇</td></tr><tr><td>型 號</td><td></td></tr><tr><td>額定電壓及額定頻率</td><td>110V 60Hz</td></tr><tr><td>總額定消耗電功率</td><td>95W</td></tr><tr><td>製造年份</td><td>中華民國 103 年</td></tr><tr><td>生產地</td><td>中華民國</td></tr><tr><td>製造號碼</td><td></td></tr></table>	品 名	18 吋伸縮立扇	型 號		額定電壓及額定頻率	110V 60Hz	總額定消耗電功率	95W	製造年份	中華民國 103 年	生產地	中華民國	製造號碼	
品 名	18 吋伸縮立扇															
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製造年份	中華民國 103 年															
生產地	中華民國															
製造號碼																



【附件 2.6】發電機設置安全切結書 Appendix 2.6: Generator Installation Safety - Declaration Form

113 年 3 月 制定
Last updated in March, 2022

本公司參加_____年_____月_____日至_____年_____月_____日假大臺南會展中心所舉辦之_____, 因展出需要, 特委任_____辦理電力相關工程及使用發電機, 如因故發生火災或其他一切因使用發電機所造成之展館設施損害、人員傷亡及衍生之相關費用及法律責任, 將由借用單位負全額責任與賠償費用。

Our company is participating in _____[event name] held from _____[start date] to _____[end date] at ICC Tainan. For exhibition purposes, we hereby appoint _____[name of contractor] to handle all electrical work and the use of generators. Should any fire or other accidents occur due to the use of generators, resulting in damage to exhibition facilities, injuries, or any associated costs and legal liabilities, the Tenant will bear full responsibility and compensation costs.

此 致

大臺南會展股份有限公司

Recipient of Letter of Undertaking:

ICC TAINAN Co., Ltd.

借用單位

(Tenant)

(印鑑章) (Seal)

聯絡人

(Contact Person)

(簽 章) (Signature)

電話

行動電話

(Phone Number)

(Mobile Phone Number)



電力承裝公司 (發電機) Contractor
of Electrical Work (Generator)

(印鑑章) (Seal)

負責人

(Person in Charge)

(印鑑章) (Seal)

電話

行動電話

(Phone Number)

(Mobile Phone Number)

中 華 民 國 年 月 日 Date:_____

※填妥後最遲請於展前 14 天送交大臺南會展股份有限公司

※ Please submit the completed form to ICC Tainan Co., Ltd. at least 14 days before the exhibition.



【附件 3】大臺南會展中心進出場供應冷氣申請表 Appendix 3: ICC Tainan Air Conditioning During Move-in and Move-out - Application Form

111 年 7 月 制定
Last updated in July, 2022

展覽名稱 Name of Exhibition			
借用單位 Tenant		簽章(Signature)	
借用期間 Lease Period	年 月 日 時 至 年 月 日 時 From _____ [date] _____ [time] to _____ [date] _____ [time]		
借用區域 (請打√) Area of use (please mark √)	展覽棟 Exhibition Center	<input type="checkbox"/> 東展區 East exhibition area <input type="checkbox"/> 西展區 West exhibition area <input type="checkbox"/> 特展區 Special exhibition areas	
	會議棟 Convention Center	<input type="checkbox"/> 努山塔里亞 Nusantara A <input type="checkbox"/> 努山塔里亞 Nusantara B <input type="checkbox"/> 努山塔里亞 Nusantara C <input type="checkbox"/> 努山塔里亞 Nusantara D1 <input type="checkbox"/> 努山塔里亞 Nusantara D2 <input type="checkbox"/> 努山塔里亞 Nusantara E1 <input type="checkbox"/> 努山塔里亞 Nusantara E2 <input type="checkbox"/> 奧倫治 Orange A <input type="checkbox"/> 奧倫治 Orange B <input type="checkbox"/> 奧倫治 Orange C	
擬供應冷氣時間 Proposed Air Conditioning Hours	月 日 時 分 至 時 分 From _____ [date] _____ [time] to _____ [date] _____ [time]	簽章(Signature)	



進/出場供應冷氣 (酌收電費每小時 / 未稅) Air Conditioning During Move-in/Move-out (Electricity fee per hour, excluding tax)	東展區、西展區：每區每小時新臺幣 8,000 元(未稅) East & West exhibition area: NT\$8,000 (excluding tax) per area per hour. 努山塔里亞 ABCDE、奧倫治 ABC：每間每小時新臺幣 1,000 元(未稅) Nusantara ABCDE, Orange ABC: NT\$1,000 (excluding tax) per room per hour 大員、熱蘭遮、特展區：每間每小時新臺幣 3,000 元(未稅) Tayouan、Zeelandia、Special exhibition areas: NT\$3,000 (excluding tax) per room per hour			
供應冷氣費用合計 (由設施維運組填寫) Total Air Conditioning Costs (To be filled by the Facility maintenance Team)	進場 Move-in 小時(Hour)	出場 Move-out 小時(Hour)	單價 Unit Price 新臺幣(NT\$)	合計 Total 新臺幣(NT\$)
借用單位 Tenant	承辦單位 Organizer	設施維運 Facility Operations Department	主管核示 Supervisor's note	
說明(Notes): 1. 請視實際需要填寫供應冷氣時間。 Please fill in the air conditioning hours based on actual needs. 2. 請最遲於展前 14 個工作天提出申請供應冷氣並至送本公司審查。 Please apply for air conditioning at least 14 working days before the exhibition and submit it to our company for review.				



3. 設施維運部填妥「實際供應冷氣時間」欄，並簽章後於翌日交付回業務部。

The Facility Operations Department shall complete the "Actual Air Conditioning Hours" section and, after signing, return it to the Sales Department the following day.

4. 臨時申請當日供應冷氣，最遲須於當日供應時間 4 小時前向本會展中心業務部申請。

For same-day air conditioning requests, applications must be submitted to the Sales Department of the Center at least 4 hours prior to the requested supply time.



【附件 4】大臺南會展中心搭建 2 層樓攤位須知 Appendix 4: ICC Tainan Guidelines on Two-story Booth

111 年 7 月 制定

Last updated in July, 2022

1. 大臺南會展中心因參展公司搭建 2 層樓攤位之需求，為維護展場公共安全與整體景觀，特訂定本須知。

In recognition of the need for some exhibitors to construct two-story booths, this guide has been specifically developed to ensure public safety and maintain the overall aesthetics of the exhibition hall.

2. 2 樓攤位僅限貿易洽談之用，不得作為儲藏室、產品展示間、或說明會場等用途。

Two-story booths are intended solely for trade negotiations and may not be used for storage, product display, or hosting seminars.

3. 每一展覽攤位如為 3 公尺×3 公尺 (或 3 公尺×2 公尺)，至少須承租 4 個攤位 (含) 以上，且成 6 公尺×6 公尺 (或 6 公尺×4 公尺) 之最小排列者，方得申請搭建 2(多)層樓攤位。

Exhibitors must rent at least 4 booths (inclusive), each with the size of 3m x 3m (or 3m x 2m), and arrange them in a minimum area of 6m x 6m (or 6m x 4m), in order to apply for the construction of 2-story (multi-story) booths.

4. 申請搭建 2 層樓攤位者，最遲須於展覽進場日 30 天前備齊下列資料，以掛號郵寄借用單位，本會展中心採「審件不審圖」方式接受申請：

Applicants for 2-story booth construction must prepare the following documents and send to the Tenant by registered mail at least 30 days before the exhibition date. The Center adopts the "Review of documents but not drawings" approach to process the application:

- (1) 申請表 1 份 (附件 4.1)。

Application Form (Appendix 4.1)

- (2) 參展公司切結書 1 份 (附件 4.2)



Declaration Form for Exhibitors (Appendix 4.2)

(3) 建築師 (土木、結構技師) 切結書 1 份 (附件 4.3)。

Declaration Form for Architects (Civil & Structural Engineers) (Appendix 4.3)

(4) 經合格開業結構、建築師或土木技師簽證之設計圖、結構圖、及結構計算書 (含 2 樓樓板載重) 各 1 份，設計圖須包括平面圖、正立面圖、側立面圖。

One copy of the design drawings, structural drawings, and structural computation statement (including floor loadings on the 2nd floor) signed by qualified architects, civil or structural engineers. A floor plan, facade plan, and side elevation plan.

(5) 結構、建築師或土木技師執照影本、開業證書影本及當年相關公會之會員證明文件影本各 1 份。

One copy of the architect's or civil engineer's license, one copy of the certificate of business, and one copy of the relevant association's membership certificate.

(6) 每人每一事故保額新臺幣 200 萬元之意外險及第三人責任險保單影本 1 份，保險期間自進場第 1 日 0 時起至出場最後 1 日 24 時止。

One copy of a valid accident and third-party liability insurance policy. The policy must provide a minimum coverage of NT\$2,000,000 per person, per incident; coverage period shall extend from 12:00 a.m. on the first day of move-in to 11:59 p.m. on the last day of move-out.

(7) 施工廠商應提供墜落災害防止計畫書及施工圖說 (包含安全上下設備，施工架，護欄，防墜措施設計，物件裝潢及拆除支撐方式.....等)。

Fall prevention plans and construction drawings (including safety equipment, construction frame, guardrails, design of anti-fall measures, decoration and removal support, etc.).

5. 搭建 2 層樓攤位者，本會展中心審核資料需七個工作天，請儘早申請，本會展中心審查核准後通知繳費。



Document review for a 2-story booth application will take 7 working days. Please apply as soon as possible and a notice of payment will be issued after ICC Tainan' s review and approval.

6. 簽證之建築師或土木、結構技師應負施工監造、結構安全及使用管理之責任。一切意外造成之損害及第三人身傷害概與本會展中心無關。

The architects, civil and structural engineers signing the booth design shall be responsible for construction supervision, structural safety and operation management. ICC Tainan will not take responsibility for any damages or third-party injuries due to accidents.

7. 2 樓樓板之高度，自地面算起不得超過 2.5 公尺，兩層攤位之總高度不得超過 4 公尺。

The floor of the 2nd floor shall not exceed 2.5 meters from the ground, and the total height of the two floors shall not exceed 4 meters.

8. 2 樓四周須設置安全護牆，其高度自 2 樓樓板算起，至少應達 90 公分，最高不得超過 150 公分，內部隔間之高度亦不得超過 150 公分，且不得設置天花板。

Safety walls shall be installed around the 2nd floor, at least 90 cm from the 2nd floor, up to 150 cm, the height of the internal compartments shall not exceed 150 cm, and no ceiling shall be provided.

9. 2 樓四周設置之安全護牆，牆板背側必須美化，違反者，借用單位有權委請合約裝潢商代為美化，所有費用由參展公司負擔，不得有任何異議。

The 2nd floor surrounding the safety wall, the back of the wall panel must be beautified, violators, the borrower has the right to entrust the contract decorator to beautify. All costs shall be borne by the exhibitor without any objection.

10. 2 樓樓板總面積 (含樓梯)，不得超過地面攤位之 70%，且其總面積不得超過 100 平方公尺。

The total floor area (including stairs) of the 2nd floor shall not exceed 70% of the booth' s ground floor area, and its total area shall not exceed 100 square meters.

11. 攤位上方不得以布幔或木板封頂，如有特殊裝潢需求，參展廠商應提出申請供本中心審查核准後始可施工。



The top of the booth shall not be covered with curtains or wooden planks. If there is any special decoration requirement, the exhibitors should apply for approval from ICC Tainan before construction.

12. 搭建 2 層樓攤位時，二層樓下層天花板及上層地板須以耐燃建材製成，並須遵守一般消防、建築法規。攤位下層結構須設置橫向或側向支撐，可抗地震或水平力量搖晃，若無設置橫向或側向支撐係屬重大違規，得封閉攤位並立即改善，否則禁止展出。

When setting up a two-story booth, the materials of the lower ceiling and the floor of the second floor shall be fire-resistant and shall comply with general regulations concerning fire and buildings. The lower structure of the booth shall have adequate horizontal or lateral support to withstand earthquake or lateral forces. Failure to comply shall constitute a major violation, the booth will be closed and immediate rectification is required, otherwise the booth shall not resume operation.

13. 攤位之搭建不得破壞任何展場設施，不得在展場地板、水泥柱、牆壁等物體上使用釘具，或自天花板懸吊任何物品，且不得封閉消防設施及水電管線，違者本中心得強制立即拆除。

The construction of the booth shall not damage any exhibition facilities. The use of nails on the venue floor, cement columns, walls, etc., and the suspension of any items from the ceiling are prohibited. Fire-fighting facilities, electrical wires and water pipes shall not be obstructed. Violating items will be removed or dismantled immediately.

14. 獲本公司書面同意搭建 2 層樓攤位後，如任意變更攤位設計或違反本須知之規定者，本中心除立即停止供電、封閉攤位外，將禁止參展者 2 年內參加於本中心舉辦之活動及本中心所舉辦之國內、外貿易推廣活動及展覽，施工包商亦將禁止於 2 年內進入本中心承攬工程，本中心 2 年內不受理該建築師或土木、結構技師之簽證。

After receiving the written consent of ICC Tainan to set up a 2-story booth, in case of any change of booth design or violation of regulations, ICC Tainan will immediately cut off the power supply of the booth and shut down the booth. In addition, the exhibitor will be prohibited from participating in any domestic and foreign trade activities and exhibitions held at ICC Tainan for 2 years. The contractor will also be prohibited from entering ICC Tainan to conduct any projects for 2 years and ICC Tainan will not recognize the certification of the architect, civil and structural engineers involved for 2 years.



15. 本須知如有其他未規定之事項，悉依「大臺南會展中心現場作業規範」辦理。

If there are any other matters not stipulated in these guidelines, please follow the "ICC Tainan Operational Regulations".

16. 本須知如有未盡事宜，本會展中心得隨時制定之。

ICC Tainan may provide supplementary provisions at any time.

17. 未經申辦或未獲核准，而自行搭建 2 層樓攤位者，一經查獲，需立即拆除，或於主辦單位同意後得補辦申請手續並繳交相關申請與手續費用。

Those who set up two-story booths without application or approval will be required to dismantle the booth immediately, or will be required to apply and pay the relevant fees with the consent of the Organizer.

18. 補辦申請手續者，除需依相關申請辦法辦理外，並需繳交違規使用費新臺幣一萬元。展出期間提出申請者，需繳交違規使用費五萬元。

Those who submit an application after the construction of a two-story booth will have to pay a penalty of NT\$10,000 in violation of the relevant procedures. If the application is submitted during the exhibition period, a penalty of NT\$50,000 in violation of the relevant procedures will be levied.



【附件 4.1】大臺南會展中心搭建 2 層樓攤位申請表 Appendix 4.1: ICC Tainan Two-story Booth - Application Form for Exhibitors

111 年 7 月 制定
Last updated in July, 2022

本公司參加_____年_____月_____日至_____年_____月_____日假大臺南會展中心所舉辦之_____，因展出需要，特此申請搭建雙層樓攤位，本公司並完全遵照「大臺南會展中心現場作業規範」之規定辦理。

Our company will participate in _____ (name of event) from _____ (date) to _____ (date) held at ICC Tainan. For exhibition purposes, we hereby apply for the approval to construct a two-story booth. We shall ensure that the booth will be constructed in compliance with all regulations in "ICC Tainan Operational Regulations" .

參展公司名稱

(Exhibitor's Company Name) _____

負責人 _____ 聯絡人 _____

(Person in Charge) _____ (Contact Person) _____

聯絡地址 _____

(Address) _____

電話 _____ 傳真 _____

(Tel)) _____ (Fax) _____

營利事業統一編號 _____

(Unified Business Number (UBN)) _____

攤位號碼(Booth number) _____區(Area) _____號(Number) _____

一樓攤位總面積(Area of Ground-floor Booth) : _____平方公尺(square meters)

兩層樓攤位使用面積 (含樓梯)(Area of Second-floor Booth, including stairs) : _____平方公尺
(square meters)



公司印鑑

(Company seal)

負責人印鑑章

(Person in
Charge's seal)

承攬工程之裝潢商名稱

(Name of the Contractor of the Two-story Booth)

地址(Address)

聯絡人

(Contact Person)

傳真

(Fax)

※填妥後最遲請於展前 30 天送交辦借用單位 (將本表連同附件 4.2、4.3 一併附上)

※Please return the completed documents (including Appendix 4.2 & 4.3) to the Tenant at least 30 days before the exhibition.



【附件 4.2】大臺南會展中心搭建 2 層樓攤位參展公司切結書 Appendix 4.2: ICC Tainan Two-story Booth - Declaration Form for Exhibitors

111 年 7 月 制定

Last updated in July, 2022

本公司參加假大臺南會展中心所舉辦之_____ (請填寫展覽/活動名稱) ,
已申請搭建 2 層樓攤位。

Our company will participate in _____ (name of event)
held at ICC Tainan, and have applied to construct a two-story booth.

本公司保證確實依照合格開業建築師 (土木、結構技師) 簽證之設計圖施工，除遵守「大臺南會展中心現場作業規範」及「大臺南會展中心搭建 2 層樓攤位須知」之各項規定外，並就攤位之安全自負一切法律責任。若有任何破壞展設施如牆面、天花板、灑水系統情事發生，經過公正之第三方認定損害程度並預估修復成本後，本公司願意照價賠償。

We hereby ensure that the booth will be constructed in accordance with specifications stated in the construction plan certified by a licensed architect (civil and structural engineer), also in compliance with all regulations in "ICC Tainan Operational Regulations" and "ICC Tainan Guidelines on Two-story Booth (Appendix 4)". We assume full legal responsibility and all associated liabilities for the safety of the booths. In the event of any damage to the venue's facilities, including walls, pillars, ceilings, or fire sprinkler systems, we shall be responsible for full compensation, determined by the fair market value assessed by an independent third-party appraiser.

本公司保證如因攤位之設計、施工、使用或拆除不當等情事而發生任何財物損失、人員傷亡、或其他侵權事故，除自負一切法律責任外，並保證使 貴中心免於受到因此所衍生之任何民事、刑事追訴；否則本公司將負責賠償貴公司包括訴訟費、律師費在內之一切損害。

We assume full legal responsibility for any financial loss, injury, or infringement of the law arising from the booth's design, construction, operation, dismantling, etc. ICC Tainan shall not be held for any civil or criminal liability arising from the aforementioned circumstances. In the event that any lawsuits, legal fees, other expenses, or losses are incurred to ICC Tainan as



a result of such occurrences, we shall fully reimburse ICC Tainan for all such costs and damages.

此 致 (Recipients)

_____ (借用單位名稱) (Name of Tenant)

大臺南會展股份有限公司

ICC TAINAN Co., Ltd.

立承諾書

Declarants

參展公司名稱

(Name of Exhibitor)

負責人

(Person in Charge)

聯絡地址

(Address)

聯絡人

(Contact Person)

電話

(Tel)

行動電話

(Mobile Phone)

傳真

(Fax)

攤位號碼(Booth number) : _____區(Area)_____號(Number)

公司印鑑章

(Exhibitor' s

Company Seal)

負責人印鑑章

(Person in

Charge' s

Seal)



【附件 4.3】大臺南會展中心搭建 2 層樓攤位建築師(土木、結構技師)切結書
Appendix 4.3: ICC Tainan Two-story Booth - Declaration Form for Architects (Civil & Structural Engineers)

111 年 7 月 制定
Last updated in July, 2022

關於_____公司參加假大臺南會展中心所舉辦之_____
(請填寫展覽/活動名稱) (攤位號碼：_____區_____號)，申請搭建 2 層樓攤位一事。
With regard to the participation of _____(name of the exhibitor)
in _____(name of event) at ICC Tainan, we hereby apply for the construction of a
two-story booth in the at booth number: Area_____Number_____.

本事務所已對其攤位設計、結構、材料予以審查，確認安全無虞，且符合「大臺南會展中心現場作業規範」及「大臺南會展中心搭建 2 層樓攤位須知」之各項規定外，本事務所同意負責與設計及監造有關之一切法律責任。

We have examined the structural design of and the materials used for the booth, and confirm that it is safe and compliant with all regulations on “ICC Tainan Operational Regulations” and “ICC Tainan Guidelines on Two-story Booth (Appendix 4)” . We will assume full legal responsibility for the design and construction supervision of the booth.

此 致 (Recipients)

_____ (借用單位名稱) (Name of Tenant)

大臺南會展股份有限公司

ICC TAINAN Co., Ltd.



立承諾書

Declarants

建築師 (土木、結構技師) 事務所名稱

(Name of the Architect' s (Civil or
Structural engineer' s) Company)

聯絡地址

(Address) □□□-□□

建築師 (土木、結構技師) 姓名

(Name of Architect (Civil or Structural
engineer))

電話

(Tel)

行動電話(必填)

(Mobile Phone(Required))

建築師 (土木、結構

技師) 事務所印鑑章

(Company Seal)

建築師 (土木、結構

技師) 印鑑章

(Architect' s (Civil

and Structural

engineer' s) Seal)



【附件 4.4】大臺南會展中心搭建 2 層樓攤位借用單位切結書 Appendix 4.4: ICC Tainan Two-story Booth - Declaration Form for Tenants

111 年 7 月 制定
Last updated in July, 2022

本借用單位於_____年_____月_____日至_____年_____月_____日假大臺南會展中心舉辦之_____ (請填寫展覽/活動名稱)，本展參展廠商計_____家。
Our company will hold _____ (name of event) from _____ (date) to _____ (date) at ICC Tainan with the participation of _____ (number of exhibitors) exhibitors.

因展出需要，特申請搭建 2 層樓攤位一事。本展借用單位願負監督之責，倘有任何意外事故發生，本借用單位同意自行負擔一切民、刑事責任，與貴公司無涉。

檢附申請搭建 2 層樓攤位廠商名冊(如[附件 4.5](#))及相關圖說文件，敬請備查。

For exhibition purposes, we hereby apply for the approval to construct two-story booths. Our company will assume full responsibility for supervision. In the event of any accident, we shall assume full legal responsibility and ICC Tainan shall not be held for any civil or criminal liability. Please see attached "ICC Tainan Two-story Booth - Exhibitor List ([Appendix 4.5](#))" and all relevant documents for your review.

此 致

大臺南會展股份有限公司

Recipients:

ICC TAINAN Co., Ltd.



立承諾書

Declarants

借用單位

(Tenant) _____ (印鑑章) (Seal)

負責人

(Person in Charge) _____ (印鑑章) (Seal)

聯絡人

電話

(Contact Person) _____ (Tel) _____

電話

傳真

(Tel) _____ (Fax) _____

中 華 民 國 年 月 日 Date: _____

※填妥後最遲請於展前 30 天送交大臺南會展股份有限公司

※Please return the completed documents to ICC TAINAN Co., Ltd. at least 30 days before the exhibition.





【附件 5】大臺南會展中心搭建超高攤位(含舞台)須知 Appendix 5: ICC Tainan Construction of Ultra-High Booths (Including Stages) – Guidelines

111 年 7 月 制定

Last updated in July, 2022

1. 大臺南會展中心因參展公司搭建超高攤位(含舞台)之需求，為維護展場公共安全與整體景觀，特訂定本須知。

In recognition of the need for some exhibitors to construct ultra-high booths (including stages), this guide has been specifically developed to ensure public safety and maintain the overall aesthetics of the exhibition hall.

2. 每一展覽攤位如為 3 公尺×3 公尺，至少須承租 4 個攤位（含）以上，方得申請超高攤位(含舞台)。

Exhibitors must rent at least 4 booths (inclusive), each with the size of 3m x 3m, in order to apply for the construction of ultra-high booths (including stages).

3. 申請搭建超高攤位(含舞台)者，最遲須於展覽進場日 30 天前備齊下列資料，以掛號郵寄借用單位，本會展中心採「審件不審圖」方式接受申請：

Applicants for ultra-high booths (including stages) must prepare the following documents and send to the Tenant by registered mail at least 30 days before the exhibition date. The Center adopts the "Review of documents but not drawings" approach to process the application:

- (1) 申請表 1 份（附件 5.1）。

Application Form (Appendix 5.1)

- (2) 參展公司切結書 1 份（附件 5.2）

Declaration Form for Exhibitors (Appendix 5.2)

- (3) 建築師（土木、結構技師）切結書 1 份（附件 5.3）。

Declaration Form for Architects (Civil & Structural Engineers) (Appendix 5.3)

- (4) 經合格開業結構、建築師或土木技師簽證之設計圖、結構圖、及結構計算書（含 2 樓樓板載重）各 1 份；設計圖須包括平面圖、正立面圖、側立面圖。



One copy of the design drawings, structural drawings, and structural computation statement (including floor loadings on the 2nd floor) signed by qualified architects, civil or structural engineers. A floor plan, facade plan, and side elevation plan.

- (5) 結構、建築師或土木技師執照影本、開業證書影本及當年相關公會之會員證明文件影本各 1 份。

One copy of the architect's or civil engineer's license, one copy of the certificate of business, and one copy of the relevant association's membership certificate.

- (6) 每人每一事故保額新臺幣 200 萬元之意外險及第三人責任險保單影本 1 份；保險期間自進場第 1 日 0 時起至出場最後 1 日 24 時止。

One copy of a valid accident and third-party liability insurance policy. The policy must provide a minimum coverage of NT\$2,000,000 per person, per incident; coverage period shall extend from 00:00 a.m. on the first day of move-in to 11:59 p.m. on the last day of move-out.

- (7) 施工廠商應提供墜落災害防止計畫書及施工圖說 (包含安全上下設備，施工架，護欄，防墜措施設計，物件裝潢及拆除支撐方式.....等)。

Fall prevention plans and construction drawings (including safety equipment, construction frame, guardrails, design of anti-fall measures, decoration and removal support, etc.).

4. 搭建超高攤位(含舞台)者，本公司審核資料需七個工作天，請儘早申請，審查核准後，須另行繳交超高攤位(含舞台)使用費。超高攤位(含舞台)使用費以設計圖之上視圖投影面積計算，18 平方公尺為 1 單位計收新臺幣 10 萬元 (含稅)，如超過 18 平方公尺，則以超高攤位(含舞台)上視圖投影面積除以 18 平方公尺換算單位數，按單位數乘以新臺幣 10 萬元計收。如搭建面積少於 18 平方公尺，仍以新臺幣 10 萬元計收超高攤位(含舞台)使用費。

Document review for an ultra-high booth (including stages) application will take 7 working days. Please apply to the Company as early as possible. After approval, an additional fee for using ultra-high booths (including stages) will be charged. The fee is calculated based on the projected area of the top view of the design, at NT\$100,000 (tax included) per unit of 18 square meters. If the area exceeds 18 square meters, the fee is calculated by dividing the projected area of the ultra-high booths (including stage) by 18 square meters to determine



the number of units. The fee is then calculated by multiplying the number of units by NT\$100,000. If the projected area is less than 18 square meters, the fee will be NT\$100,000 for the use of ultra-high booths (including stages).

5. 每座超高攤位(含舞台)建築物之高度不得超過 6 公尺，外圍必須自走道外緣內縮 1 公尺。

For each ultra-high booth (including stages), the height of the structure must not exceed 6 meters, and the outer perimeter must be 1 meter behind the edge of the walkway.

6. 面臨走道之攤位裝潢，其牆面建築長度必須小於該面向攤位長度之 50%，且連續封閉牆面之長度不可超過 9 公尺。

Booth decorations facing aisles must have a wall length that is less than 50% of the length of the booth facing that direction, and the enclosed wall length cannot exceed 9 meters.

7. 簽證之結構、建築師或土木技師應負監造之責。

The architect or civil engineer certifying the design shall bear the responsibility for supervision of the structures.

8. 超高攤位(含舞台)與其他廠商攤位相連接之一面，牆板背側必須美化。違反者，本會展中心有權委請合約裝潢商代為美化，所有費用由參展公司負擔，不得有任何異議。

The backside of the wall panels of ultra-high booths (including stages) connected to other exhibition booths must be aesthetically enhanced. In case of violation, ICC Tainan reserves the right to appoint a contracted decorator for enhancement; all associated costs will be borne by the exhibitor.

9. 攤位之搭建不得破壞任何展場設施，不得在展場地板、水泥柱、牆壁等物體上使用釘具，或自天花板懸吊任何物品，且不得封閉消防設施及水電管線，違者本中心得強制立即拆除。

The construction of the booth shall not damage any exhibition facilities. The use of nails on the venue floor, cement columns, walls, etc., and the suspension of any items from the ceiling are prohibited. Fire-fighting facilities, electrical wires and water pipes shall not be obstructed. Violating items will be removed or dismantled immediately.



10. 獲本中心書面同意搭建超高攤位(含舞台)後，如任意變更設計或違反本須知之規定者，本中心除立即停止供電、封閉攤位外，且將禁止參展者 2 年內參加於大臺南會展中心舉辦之活動，及本中心所舉辦之國內、外貿易推廣活動及展覽，施工包商亦將禁止於 2 年內進入本中心承攬工程，本中心 2 年內不受理該建築師或土木、結構技師之簽證。

After receiving the written consent of ICC Tainan to set up an ultra-high booth (including stages), in case of any change of booth design or violation of regulations, ICC Tainan will immediately cut off the power supply of the booth and shut down the booth. In addition, the exhibitor will be prohibited from participating in any domestic and foreign trade activities and exhibitions held at ICC Tainan for 2 years. The contractor will also be prohibited from entering ICC Tainan to conduct any projects for 2 years and ICC Tainan will not recognize the certification of the architect, civil and structural engineers involved for 2 years.

11. 未經申辦或未獲核准，而自行搭建超高攤位(含舞台)者，一經查獲，需立即拆除，或於主辦單位同意後得補辦申請手續。

Those who set up ultra-high booths (including stages) without prior application or approval will be required to dismantle the booth immediately, or, with the consent of the Organizer, they will be required to complete the application and pay all relevant fees immediately.

12. 本須知如有其他未規定之事項，悉依「大臺南會展中心現場作業規範」辦理。

If there are any other matters not stipulated in these guidelines, please follow the "ICC Tainan Operational Regulations".

13. 本須知如有未盡事宜，本會得隨時制定之。

ICC Tainan may provide supplementary provisions at any time.

14. 施工廠商應遵守職安相關法規作業。

Contractors must comply with all relevant occupational safety regulations.



【附件 5.1】大臺南會展中心搭建超高攤位(含舞台)申請表 Appendix 5.1: ICC Tainan Construction of Ultra-High Booths (Including Stages) - Application Form

111 年 7 月 制定

Last updated in July, 2022

本公司參加_____年_____月_____日至_____年_____月_____日假大臺南會展中心_____區所舉辦之_____，因展出需要，特申請搭建超高攤位(含舞台)。本公司並完全遵照「大臺南會展中心現場作業規範」之規定辦理。

Our company will participate in _____(name of event) from _____(date) to _____(date) held at ICC Tainan. For exhibition purposes, we hereby apply for the approval to construct an ultra-high booth (including stages). We shall ensure that the booth will be constructed in compliance with all regulations in "ICC Tainan Operational Regulations" .

參展公司名稱

(Exhibitor's Company Name) _____

負責人

聯絡人

(Person in Charge) _____ (Contact Person) _____

聯絡地址

(Address) _____

電話

傳真

(Tel)) _____ (Fax) _____

營利事業統一編號

(Unified Business Number (UBN)) _____

攤位號碼(Booth number) _____區(Area) _____號(Number)

租用攤位面積(Booth Area) : _____平方公尺(square meters)

超高攤位(含舞台)面積(Area of Ultra-High Booth, including stages) : _____平方公尺(square meters) (高度(Height) : _____公尺(meters))



負責人
(Person in Charge)

聯絡人
(Contact Person)

公司公司印鑑章
(Company seal)

負責人印鑑章
(Person in Charge's
seal)

承攬工程之裝潢商名稱
(Name of the Contractor
of the Ultra-High Booth)

地址
(Address)

聯絡人
(Contact Person)

電話
(Tel)

中 華 民 國 年 月 日 Date: _____

※填妥後最遲請於展前 30 天送交辦借用單位 (將本表連同附件 5.2、5.3 一併附上) ※

※Please return the completed documents (including Appendix 5.2 & 5.3) to the Tenant at least 30 days before the exhibition.



【附件 5.2】大臺南會展中心搭建超高攤位(含舞台)參展公司切結書 Appendix 5.2: ICC Tainan Ultra-High Booths (including stages) - Declaration Form for Exhibitors

111 年 7 月 制定
last updated in July, 2022

本公司參加貴單位假大臺南會展中心所舉辦之_____ (請填寫展覽/活動名稱) ,
已申請搭建超高攤位(含舞台)。

Our company will participate in _____ (name of event) held at ICC Tainan, and
have applied to construct an ultra-high booth (including stage).

本公司保證確實依照合格開業建築師 (土木、結構技師) 簽證之設計圖施工，除遵守「大臺南會展中心現場作業規範」及「大臺南會展中心搭建超高攤位(含舞台)須知」之各項規定外，並就攤位之安全自負一切法律責任。若有任何破壞中心設施如地面、牆面、天花板、灑水系統情事發生，經過公正之第三方認定損害程度並預估修復成本後，本公司願意照價賠償。

We hereby ensure that the booth will be constructed in accordance with specifications stated in the construction plan certified by a licensed architect (civil and structural engineer), also in compliance with all regulations in "ICC Tainan Operational Regulations" and "ICC Tainan Construction of Ultra-High Booths (Including Stages) - Guidelines (Appendix 5)". We assume full legal responsibility and all associated liabilities for the safety of the booths. In the event of any damage to the venue's facilities, including walls, pillars, ceilings, or fire sprinkler systems, we shall be responsible for full compensation, determined by the fair market value assessed by an independent third-party appraiser.

本公司保證如因攤位之設計、施工、使用或拆除不當等情事而發生任何財物損失、人員傷亡、或其它侵權事故，除自負一切法律責任外，並保證使貴會展中心免於受到因此所衍生之任何民事、刑事追訴；否則本公司將負責賠償貴會包括訴訟費、律師費在內之一切損害。

We assume full legal responsibility for any financial loss, injury, or infringement of the law arising from the booth's design, construction, operation, dismantling, etc. ICC Tainan shall not be held for any civil or criminal liability arising from the aforementioned circumstances. In the event that any lawsuits, legal fees, other expenses, or losses are incurred to ICC Tainan as



a result of such occurrences, we shall fully reimburse ICC Tainan for all such costs and damages.

此 致 (Recipients)

_____ (借用單位名稱) (Name of Tenant)

大臺南會展股份有限公司

ICC TAINAN Co., Ltd.

立承諾書

Declarants

參展公司名稱

(Name of Exhibitor)

負責人

(Person in Charge)

聯絡地址

(Address)

聯絡人

(Contact Person)

電話

(Tel)

行動電話

(Mobile Phone)

傳真

(Fax)

攤位號碼(Booth number) : _____區(Area)_____號(Number)

公司印鑑章

(Exhibitor' s

Company Seal)

負責人印鑑章

(Person in

Charge' s

Seal)



【附件 5.3】大臺南會展中心搭建超高攤位(含舞台)建築師(土木、結構技師)切結書 Appendix 5.3: ICC Tainan Ultra-High Booths (including stages) - Declaration Form for Architects (Civil and Structural Engineers)

111 年 7 月 制定
Last updated in July, 2022

關於_____公司參加貴單位假大臺南會展中心所舉辦之_____
(請填寫展覽/活動名稱) (攤位號碼：_____區_____號) · 申請搭建超高攤位(含舞台)一事，本事務所已對其攤位設計、結構、材料予以審查，確認安全無虞，且符合「大臺南會展中心現場作業規範」及「大臺南會展中心搭建超高攤位(含舞台)須知」之各項規定外，本事務所同意負責與設計及監造有關之一切法律責任。

With regard to the participation of _____ (name of the exhibitor) in _____ (name of event) at ICC Tainan, we hereby apply for the construction of a two-story booth in the at booth number: Area _____ Number _____. We have examined the structural design of and the materials used for the booth, and confirm that it is safe and compliant with all regulations on “ICC Tainan Operational Regulations” and “ICC Tainan Construction of Ultra-High Booths (Including Stages) - Guidelines (Appendix 5)”. We will assume full legal responsibility for the design and construction supervision of the booth.

此 致 (Recipients)

_____ (借用單位名稱) (Name of Tenant)

大臺南會展股份有限公司

ICC TAINAN Co., Ltd.



立承諾書

Declarants

建築師 (土木、結構技師) 事務所名稱

(Name of the Architect' s (Civil or
Structural engineer' s) Company)

聯絡地址

(Address) □□□-□□

建築師 (土木、結構技師) 姓名

(Name of Architect (Civil or Structural
engineer))

電話

(Tel)

行動電話(必填)

(Mobile Phone(Required))

建築師 (土木、結構

技師) 事務所印鑑章

(Company Seal)

建築師 (土木、結構

技師) 印鑑章

(Architect' s (Civil

and Structural

engineer' s) Seal)

中 華 民 國 年 月 日 Date:_____



【附件 5.4】大臺南會展中心搭建超高攤位(含舞台)借用單位切結書

Appendix 5.4: ICC Tainan Ultra-High Booths (including stages) - Declaration Form for Tenants

111 年 7 月 制定
Last updated in July, 2022

本單位於_____年_____月_____日至_____年_____月_____日假大臺南會展中心
_____區舉辦之_____ (請填寫展覽/活動名稱)。
本展參展廠商計_____家，因展出需要，特申請搭建超高攤位(含舞台)。本展借用單位願負監督之責，倘有任何意外事故發生，本借用單位同意自行負擔一切民、刑事責任，與貴公司無涉。檢附申請搭建超高攤位(含舞台)廠商名冊(如附件 5.5)及相關圖說文件，敬請備查。

Our company will hold _____(name of event) from _____(date) to _____(date) at ICC Tainan with the participation of _____(number of exhibitors) exhibitors. For exhibition purposes, we hereby apply for the approval to construct ultra-high booths. Our company will assume full responsibility for supervision. In the event of any accident, we shall assume full legal responsibility and ICC Tainan shall not be held for any civil or criminal liability. Please see attached "ICC Tainan Ultra-high Booths (including stages) - Exhibitor List (Appendix 5.5)" and all relevant documents for your review.

此 致

大臺南會展股份有限公司

Recipients:

ICC TAINAN Co., Ltd.



立承諾書

Declarants

借用單位

(Tenant) _____ (印鑑章) (Seal)

負責人

(Person in Charge) _____ (印鑑章) (Seal)

聯絡人

電話

(Contact Person) _____ (Tel) _____

中 華 民 國 年 月 日 Date: _____

※填妥後最遲請於展前 30 天送交大臺南會展股份有限公司

※Please return the completed documents to ICC TAINAN Co., Ltd. at least 30 days before the exhibition.

【附件 5.5】大臺南會展中心搭建超高攤位(含舞台)參展廠商名冊 Appendix 5.5: ICC Tainan Ultra-High Booths
(including stages) - Exhibitor List

No.	公司名稱 Company Name	攤位號碼 Booth Number		租用攤位面 (平方公尺) Booth Size (sqm)	聯絡人 Contact Person	行動電話 Mobile Phone	申請表 Application Form	相關 圖說 文件 Documents	備註 Remarks
		區 Area	號 Number						

※填寫說明：已繳交申請表及相關圖說文件(含展覽攤位設計圖、公共意外及第三人責任保單影本)者，請打「√」。

※Guidelines: If you have already submitted the "Application" and "Documents" (including exhibition booth design drawings, copy of public and third-party liability insurance), please mark "√" on this form.



【附件 6】大臺南會展中心攤位內懸升汽球申請書 / 切結書 Appendix 6: ICC Tainan Balloon Suspension in Booth - Application / Declaration Form

111 年 7 月 制定
Last updated in July, 2022

本公司參加假大臺南會展中心舉辦之_____ (請填寫展覽/活動名稱) , 因展出需要, 特申請於本公司攤位懸升下列汽球(不含布條)。

Our company will participate in _____ (name of event) held at ICC Tainan.
For exhibition purposes, we hereby apply for the display of the following balloons (excluding banners) at our booth.

☐ 大型廣告汽球(離地 7 公尺以下) Large Advertising Balloons (up to 7 meters above ground)

每家廠商限直徑小於 2 公尺之汽球一個, 僅限充入氦氣, 且汽球頂端距地面不超過 7 公尺, 須繳付保證金新臺幣 50,000 元。

Each exhibitor is limited to one balloon with a diameter smaller than 2 meters, filled only with helium, and the top of the balloon must not exceed 7 meters above ground. A deposit of NT\$50,000 is required.

☐ 裝飾用小型汽球 Small Decorative Balloons

限充入氦氣或非可燃性氣體, 且頂端距地面不得超過 4 公尺, 且須繳付保證金新臺幣 50,000 元。

Filled only with helium or non-flammable gas, and the top of the balloon must not exceed 4 meters above the ground. A deposit of NT\$50,000 is required.

本公司保證汽球將確實固定於本公司攤位四周基線垂直範圍, 且不超過規定之高度 (注意事項 1.), 如汽球飄升至屋頂或於天花板管道懸掛絲線, 本公司將負責於展覽結束前清除, 若無清除完成, 貴會得扣繳新臺幣五萬元之違約金, 另加代清除所衍生之費用, 保證金不足抵付時, 本公司仍應負責清償。

Our company guarantees that the balloons will be securely fixed within the vertical range of our booth's area and will not exceed the specified height (see Note 1). If the balloons float to the ceiling or are suspended by threads from ceiling pipes, our company will be responsible for removing them before the end of the exhibition. Failure to remove them will result in a penalty of NT\$50,000, plus additional costs incurred for removal. If the deposit is insufficient to cover the costs, our company will be responsible for settling the rest of the costs.



因懸升汽球而發生任何財物損失、人員傷亡或其他侵權事故，本公司除自負一切法律責任外，並保證使貴公司免於受到因此所衍生之任何民事、刑事責任及賠償責任，否則本公司將賠償貴公司訴訟費、律師費、其他費用及所受損害。

We assume full legal responsibility for any financial loss, injury, or infringement of the law arising from the suspension of balloons. Tainan shall not be held for any civil or criminal liability arising from the aforementioned circumstances. In the event that any lawsuits, legal fees, other expenses, or losses are incurred to ICC Tainan as a result of such occurrences, we shall fully reimburse ICC Tainan for all such costs and damages.

此 致

大臺南會展股份有限公司

Recipients:

ICC TAINAN Co., Ltd.

立承諾書

Declarants

參展公司名稱

(Name of Exhibitor) _____ (印鑑章) (Seal)

負責人

(Person in Charge) _____ (印鑑章) (Seal)

聯絡地址

(Address) _____

聯絡人

(Contact Person) _____ 行動電話 (Mobile Phone) _____

電話

(Tel) _____ 傳真 (Fax) _____

攤位號碼

(Booth number) _____ 區(Area) _____ 號(Number)



注意事項(Notes)：

1. 大型廣告汽球頂端距地面 7 公尺以下者不收費；裝飾用小型汽球頂端距地面不得超過 4 公尺。

Large advertising balloons with the top hanging below 7 meters above the ground are exempt from charges; decorative small balloons must not exceed 4 meters in height above the ground.

2. 即期保證金支票抬頭請開立「大臺南會展股份有限公司」，併同本申請書於展前 30 天前掛號或親送「711010 臺南市歸仁區歸仁十二路 3 號，大臺南會展股份有限公司收」。審查核准後，若申請超過 5 公尺大型汽球，將另行通知繳費。

Please issue a demand check payable to "ICC TAINAN CO., LTD." and send it along with this application form by registered mail or in person to "No. 3, Guiren 12th Rd., Guiren Dist., Tainan City 711010, Taiwan (R.O.C.), Attn: ICC TAINAN Co., Ltd. " at least 30 days before the exhibition. Upon approval, if the exhibitor would like to apply for suspension of balloons exceeding 5 meters in diameter, an additional fee will be charged.

3. 立切結公司如未違反上述規定，將於展後無息退回該項保證金。

The deposit will be refunded without interest after the exhibition if the exhibitor has not violated any regulations.

4. 凡未提前申請卻於展場懸升汽球者，經查獲必須立即拆除或補辦申請手續。補辦申請手續者，除依照相關申請辦法外，並須繳交違規使用費；於開展前七天提出申請者，需繳交違規費用新臺幣 1 萬元。展出期間申請者，須繳交違規使用費新臺幣 3 萬元。

Those who set up balloons without prior application or approval will be required to remove the balloons immediately, or to complete the application immediately and pay all relevant fees and penalties in violation of procedures. Those who apply 7 days before the exhibition will be subject to a penalty of NT\$10,000. Those who apply during the exhibition period will be subject to a penalty of NT\$30,000.

中 華 民 國 年 月 日 Date: _____

【附件 6.1】大臺南會展中心展場攤位內懸升汽球參展廠商名冊 Appendix 6.1: ICC Tainan Exhibition Balloon Suspension in Booth - Exhibitor List

No.	公司名稱 Company Name	攤位號碼		汽球高度 (公尺) Balloon Height (meters)	聯絡人 Contact Person	行動電話 Mobile Phone	申請表 Application Form	繳費核對 Payment Verification	備註 Remarks
		Booth Number	號						
		區 Area	Number						

※填寫說明：已繳交申請表及懸升汽球費用者，請打「√」。

※Guidelines: Please mark "√" if the application form and fees have been submitted.



【附件 7】大臺南會展中心設立電視牆申請表 Appendix 7: ICC Tainan Video Wall Installation - Application Form

111 年 7 月 制定
Last updated in July, 2022

本公司參加假大臺南會展中心舉辦之_____ (請填寫展覽/活動名稱) , 因展出需要, 特申請設置電視牆, 並將嚴守一切有關設立電視牆之規定, 如有違規行為, 願接受貴中心規定處置。

Our company is participating in the _____ (Exhibition/Event Name) held at ICC Tainan. For exhibition purposes, we hereby apply for the installation of a video wall. We will strictly adhere to all regulations regarding the installation of a video wall. In the event of any violation, we are willing to accept the penalties and handling procedures stipulated by ICC Tainan.

設置電視牆一般規定 (General Regulations for Video Wall Installation) :

1. 電視牆之高度不得超過 2.5 公尺, 且電視牆正面必須距離攤位基線 1 公尺以上或與攤位基線成 30 度以上之斜角。

The height of the video wall must not exceed 2.5 meters, and the front of the video wall must be at least 1 meter away from the booth baseline or at an angle of more than 30 degrees from the booth baseline.

2. 如需超過 2.5 公尺高度者, 最高不超過 4 公尺, 且正面必須距離走道邊線 2 公尺以上或與攤位基線成 30 度以上斜角。

If a video wall height exceeding 2.5 meters is required, it must not exceed 4 meters at maximum. The front must be at least 2 meters away from the edge of the aisle or at an angle of more than 30 degrees from the booth baseline.

3. 電視牆放音音量不得超過 85 分貝。

The sound volume of the video wall must not exceed 85 decibels.

4. 電視牆應設置反傾倒設施 (加裝側向支架、固定鋼索及尼龍繩、另電視牆底座須墊鋼板, 遇地震搖換時, 避免不均勻受力, 造成倒塌之情形), 若未設置係屬一般違規。



The video wall should be equipped with anti-toppling measures (additional lateral brackets, fixed steel cables and nylon ropes, and steel plates under the wall base to prevent uneven force during earthquakes, which may lead to collapse). Failure to implement such measures constitutes a general violation.

5. 電視牆安裝及拆除作業，若人員有於 2 公尺以上處所作業時，應設置工作平台，平台上踏板應確實滿鋪，並於該舞臺四周張掛垂直式安全網，或設置安全母索，使人員配戴安全帽，確實勾掛安全帶（限高度 3.8 公尺以上時才可採用本方式）等防止人員墜落措施。

All personnel engaged in the installation or dismantling of the video wall at a height of 2 meters or more shall utilize a work platform with a fully covered stepping surface. To prevent falls, the platform perimeter shall be secured by either vertical safety nets or safety harnesses. Personnel working at heights exceeding 3.8 meters must wear safety helmets and utilize properly secured safety belts.

6. 放映影片必須與展覽主題相符，不違反善良風俗。

The videos displayed must be relevant to the exhibition theme and adhere to generally accepted standards of decency.

7. 電視牆之設計圖必須於展覽進場佈置 30 天前，先送大臺南會展中心備查，經同意後始可施工。

The design drawings for the video wall must be submitted to ICC Tainan for review 30 days prior to the move-in. Construction can only commence after approval has been granted.

8. 凡設置電視牆之參展廠商如違反上述規定，一經查證屬實，即停止供電，並禁止參加下屆展覽。

Any exhibitor violating the above regulations for video wall, once confirmed, will have their power supply immediately cut off and will be prohibited from participating in the next exhibition.

9. 未經核准，逕設電視牆之廠商，恕不供電。

No power supply will be provided to vendors who set up video walls without prior approval.



立承諾書

Declarants

攤位號碼

(Booth number) _____ 區(Area) _____ 號(Number)

公司名稱

(中) (Chinese)

(Company name)

(英)(English)

聯絡人

行動電話

(Contact Person)

(簽章)(Seal)

(Mobile Phone)

地址

(Address)

□□□-□□

公司印鑑章

(Company)

負責人印鑑章

(Person in
Charge)

(Seal)

(Seal)

※請於展前 30 天前用印後掃描或影印送至大臺南會展股份有限公司 (註明：電視牆申請)」收。

※Please send a scanned copy or photocopy of the stamped application form to ICC Tainan Co., Ltd. 30 days before the exhibition. (Please indicate "Video Wall Application" on the envelope)

聯絡人

電話

(Contact Person)

(Tel)

(06)

中 華 民 國 年 月 日 Date: _____



【附件 8】大臺南會展中心攤位內設置音響規定事項 Appendix 8: ICC Tainan Audio System in Booths – Regulations

111 年 7 月 制定

Last updated in July, 2022

1. 舞台外緣必須距離走道邊緣 2 公尺以上，喇叭數量以 2 支為限，並須面向自己攤位內場及保持俯角，音量須保持在 85 分貝以下（開展前須配合主辦單位將音響音量定格）；相鄰攤位不得同時辦理舞台活動或播放音響（須按主辦單位排定時程辦理，每場次應間隔 1 小時以上，每次以 15~20 分鐘為限）。

The outer edge of the stage must be at least 2 meters away from the aisle edge. The number of loudspeakers is limited to 2, facing the booth area and maintaining a downward angle, with the sound volume kept below 85 decibels (the sound volume shall be fixed by the organizer before the exhibition). Adjacent booths are not allowed to hold stage events or play audio simultaneously (events to be scheduled by the organizer, with a minimum interval of 1 hour between each session, and each session limited to 15-20 minutes).

2. 未經申請擅自設置舞臺或音響者，本會展中心或主辦單位得予強制拆除或不供應該攤位之電力。

Without proper application, unauthorized installation of stages or audio equipment may result in ICC Tainan or the organizer forcibly dismantling the setup or withholding power supply to the booth.

3. 參展廠商應繳交保證金新台幣十萬元，如展覽期間現場測量音量超過 85 分貝，本公司得視違規情況分三階段處理：

Exhibiting vendors are required to pay a deposit of NT\$100,000. If the on-site volume measurement during the exhibition exceeds 85 decibels, our company may take action against the violation in three stages:

- (1) 第一次違犯：當場口頭警告後開立告發單，並註明第二次違犯將沒收新台幣十萬元保證金。



First Violation: After issuing an oral warning on the spot, a violation notice will be issued, specifying that the second violation will result in the confiscation of the NT\$100,000 deposit.

- (2) 第二次違犯：當場開立告發單後並逕行沒收上述保證金，並註明第三次違犯將立即停止攤位電力之供應。

Second Violation: After issuing a violation notice on the spot, the aforementioned deposit will be confiscated immediately, with a note specifying that the third violation will result in the immediate cessation of power supply to the booth.

- (3) 第三次違犯：除當場開立告發單外，並立即停止攤位電力之供應。且在二年內禁止該商參加本項展覽。

Third Violation: In addition to issuing a violation notice on the spot, the power supply to the booth will be immediately cut off. Furthermore, the company will be prohibited from participating in this exhibition for a period of two years.

4. 音量測量方法：分貝計置於離地面或樓板 1.2 至 1.5 公尺之間，接近人耳高度；測量地點以擴音設施音源水平距離三公尺之位置測定。

Sound Volume Measurement: The decibel meter is placed between 1.2 to 1.5 meters above the ground or floor, at a height close to ear level. The measurement location is three meters from the sound source of the amplification device.

備註(Note)：

1. 請於展前 30 天前填妥本表併同新台幣十萬元之即期支票保證金 (抬頭為「大臺南會展股份有限公司」)，以掛號或親送 711010 臺南市歸仁區歸仁十二路 3 號，大臺南會展中心收。

Please complete this form and submit it together with a demand check of NT\$100,000 (payable to "ICC Tainan Co., Ltd.") 30 days before the exhibition. Please send it via registered mail or deliver it in person to ICC Tainan Co., Ltd., No. 3, Guiren 12th Rd., Guiren Dist., Tainan City 711010, Taiwan



2. 凡未申請者，經查獲必須補填本申請書 / 切結書，除保證金新台幣十萬元外，另需繳交違規使用費。未完成此程序之前，主辦單位有權強制拆除或不供應該攤位之電力。

Those who set up ultra-high booths (including stages) without prior application or approval will be required to complete the application immediately. Apart from the deposit of NT\$100,000, they are also subject to penalties. Before the completion of the application, the organizer reserves the right to forcibly dismantle or withhold power supply to the booth.

3. 逾申請期限補辦申請手續者，除依規定申請外，並需繳交違規使用費。繳費規範如下列：
For those who apply after the deadline, in addition to the required application procedure, they are also subject to penalties as follows:

- (1) 進場期間(__月__日 至 __月__日)提出申請者，需繳交違規使用費新台幣一萬元。

For applicants who submit their application during the move-in period (from _____ (date) _____ to (date)), a penalty of NT\$10,000 will be charged.

- (2) 展出期間(__月__日 至 __月__日)提出申請者，需繳交違規使用費新台幣三萬元。

For applicants who submit their application during the exhibition period (from _____ (date) to _____ (date)), a penalty fee of NT\$30,000 will be charged.

4. 如未違反上述規定，所繳保證金於展後無息退還。

The deposit will be refunded without interest after the exhibition if the exhibitor has not violated any regulations.

5. 參展廠商自攜無線麥克風設備，須先向大臺南會展中心**提報麥克風頻率申請**，並於獲同意後架設使用，並仍應依設音響設備規定事項辦理。倘違規逕於攤位架設使用，致干擾或影響本中心其它會議活動，本公司除即要求停止使用相關設備外，並依前述設置音響設備規定事項第三小項處理，本公司設備頻率可見附表「大臺南會議室麥克風頻率表」。

Exhibitors bringing their own wireless microphone equipment must first apply to ICC Tainan for **Microphone Frequency Allocation**. Upon approval, they can proceed to set up and use the equipment, while still adhering to the regulations for sound equipment. If they set up or use the equipment at the booth without permission, causing interference or disruption to other events at the Center, ICC Tainan reserves the right to demand immediate cessation of



equipment use and take further action in accordance with the regulations for sound equipment, as outlined in Section 3 above. The frequency allocation for ICC Tainan's equipment can be found in the attached document "ICC Tainan Conference Room Microphone Frequency Table".



大臺南會議室麥克風頻率表

ICC Tainan Conference Room Microphone Frequency Table

編號 (No.)	樓層 (Floor)	廳別(Venue)		群組(Group)	頻率(Frequency)
1	三樓 Third Floor	大員 Tayouan	D 廳 Hall D	A0	611.075hz
				A1	611.200hz
				A2	611.325hz
				A3	611.450hz
2			C 廳 Hall C	A4	619.075hz
				A5	619.200hz
				A6	619.325hz
				A7	619.450hz
3			B 廳 Hall B	A8	627.075hz
				A9	627.200hz
				AA	627.325hz
				Ab	627.450hz
4			A 廳 Hall A	AC	635.075hz
				Ad	635.200hz
				AE	635.325hz
				AF	635.450hz
5		熱蘭遮 Zeelandia	A 廳 Hall A	B0	611.575hz
				B1	611.700hz
				B2	611.825hz
				B3	611.950hz
6			B 廳 Hall B	B4	619.575hz
				B5	619.700hz
				B6	619.825hz
				B8	627.575hz
7	一樓 First Floor	努山塔里亞 Nusantaria	A 廳 Hall A	29	623.200hz
				2A	623.325hz
				2b	623.450hz
				2C	631.075hz



8			B 廳 Hall B	25 26 27 28	615.200hz 615.325hz 615.450hz 623.075hz
9			C 廳 Hall C	21 22 23 24	607.200hz 607.325hz 607.450hz 615.075hz
10			D 廳 Hall D	35 36 37 38	615.700hz 615.825hz 615.950hz 623.575hz
11			E 廳 Hall E	31 32 33 34	607.200hz 607.825hz 607.950hz 615.575hz
12		奧倫治 Orange	A 廳 Hall A	15 16	614.700hz 614.825hz
13			B 廳 Hall B	17 18	614.950hz 622.575hz
14			C 廳 Hall C	11 12	606.700hz 606.825hz



【附件 8.1】大臺南會展中心攤位內設置音響設備申請書 / 切結書

Appendix 8.1: ICC Tainan Sound Equipment Installation in Booths - Application / Declaration Form

(未填具並繳交本申請書 / 切結書及保證金者不得設置音響設備)

(Those who have not filled out and submitted this application/declaration form along with the deposit are not allowed to set up sound equipment.)

111 年 7 月 制定

Last updated in July, 2022

本公司參加假大臺南會展中心舉辦之_____ (請填寫展覽/活動名稱) , 因展出需要 , 特此申請於本公司攤位內設置 :

Our company is participating in the _____ (Exhibition/Event Name) held at ICC Tainan. For exhibition purposes, we hereby apply for the installation of the following equipment in our booth:

☐ 舞台 ☐ 音響設備 , 並將與委託裝潢或音響商共同遵守「大臺南會展中心現場作業規範」第三章第二項「特殊裝潢設施」之 3. 「舞台及音響設備」及 4. 「無線麥克風設備」, 及主辦單位之一切相關規定。如有違反行為, 願無條件接受主辦單位依下述罰則處理。

☐ Stage ☐ Sound Equipment , and we will comply with Chapter 3, Section 2 "Special Setups", 3. "Stage and Sound Equipment" and 4. "Wireless Microphone Equipment" of the ICC Tainan Operational Regulations, as well as all relevant provisions of the Organizer. In case of any violation, we agree to unconditionally accept the following penalties and handling procedures imposed by the Organizer.

此 致

大臺南會展股份有限公司

Recipients:

ICC TAINAN Co., Ltd.



附件(Attachment)：

□ 設計施工圖 (請標示舞台退縮距離及喇叭位置)

Design and Construction Drawings (Please indicate the stage setback distance and speaker positions)

□ 預定舞台活動或播放音響時間 (每場次應間隔 1 小時以上，每次以 15~20 分鐘為限)

Schedule of stage events or audio playback time (There should be an interval of at least 1 hour between each session, with each session limited to 15-20 minutes)

參展公司名稱(Exhibitor's Company Name) : _____ 統一編號(Unified Business Number (UBN)) : _____ 負責人(Person in Charge) : _____ 現場聯絡人(On-Site Contact Person) : _____ 聯絡電話(Tel) : _____ 攤位號碼(Booth number) : _____ 區(Area) _____ 號(Number)	
公司印鑑章(Company seal) : _____ 	負責人印鑑章(Person in Charge' s seal) : _____
音響承包商名稱(Audio Contractor Name) : _____ 統一編號(Unified Business Number (UBN)) : _____ 聯絡地址(Address) : _____ 負責人(Person in Charge) : _____ 聯絡人(Contact Person) : _____ 聯絡電話(Tel) : _____ 無線麥克風頻率範圍(Wireless Microphone Frequency Range) : _____	



公司印鑑章(Company seal) : 	負責人印鑑章(Person in Charge' s seal) :
---------------------------------------------------------------	----------------------------------------------------------------------------

設置音響設備規定事項(Regulations for Setting up Sound Equipment) :

1. 舞台外緣必須距離走道邊線 2 公尺以上，喇叭數量以 2 支為限，並須面向自己攤位內場及保持俯角，音量須保持在 85 分貝以下（開展前須配合主辦單位將音響音量定格）；相鄰攤位不得同時辦理舞台活動或播放音響（須按主辦單位排定時程辦理，每場次應間隔 1 小時以上，每次以 15~20 分鐘為限）。

The outer edge of the stage must be at least 2 meters away from the aisle edge. The number of loudspeakers is limited to 2, facing the booth area and maintaining a downward angle, with the sound volume kept below 85 decibels (the sound volume shall be fixed by the organizer before the exhibition). Adjacent booths are not allowed to hold stage events or play audio simultaneously (events to be scheduled by the organizer, with a minimum interval of 1 hour between each session, and each session limited to 15-20 minutes).

2. 未經申請擅自設置舞臺或音響者，本會展中心或主辦單位得予強制拆除或不供應該攤位之電力。

Without proper application, unauthorized installation of stages or audio equipment may result in ICC Tainan or the organizer forcibly dismantling the setup or withholding power supply to the booth.

3. 參展廠商應繳交保證金新台幣十萬元，如展覽期間現場測量音量超過 85 分貝，本公司得視違規情況分三階段處理：

Exhibiting vendors are required to pay a deposit of NT\$100,000. If the on-site volume measurement during the exhibition exceeds 85 decibels, our company may take action against the violation in three stages:



第一次違犯：當場口頭警告後開立告發單，並註明第二次違犯將沒收新台幣十萬元保證金。

First Violation: After issuing an oral warning on the spot, a violation notice will be issued, specifying that the second violation will result in the confiscation of the NT\$100,000 deposit.

第二次違犯：當場開立告發單後並逕行沒收上述保證金，並註明第三次違犯將立即停止攤位電力之供應。

Second Violation: After issuing a violation notice on the spot, the aforementioned deposit will be confiscated immediately, with a note specifying that the third violation will result in the immediate cessation of power supply to the booth.

第三次違犯：除當場開立告發單外，並立即停止攤位電力之供應。且在二年內禁止該商參加本項展覽。

Third Violation: In addition to issuing a violation notice on the spot, the power supply to the booth will be immediately cut off. Furthermore, the company will be prohibited from participating in this exhibition for a period of two years.

4. 音量測量方法：分貝計置於離地面或樓板 1.2 至 1.5 公尺之間，接近人耳高度；測量地點以擴音設施音源水平距離三公尺之位置測定。

Sound Volume Measurement: The decibel meter is placed between 1.2 to 1.5 meters above the ground or floor, at a height close to ear level. The measurement location is three meters from the sound source of the amplification device.

註(Note)：

1. 請於展前 30 天前填妥本表併同新台幣十萬元之即期支票保證金 (抬頭為「大臺南會展股份有限公司」)，以掛號或親送「711010 臺南市歸仁區歸仁十二路 3 號，大臺南會展中心 (音響舞台申請)」收。

Please complete this form and submit it together with a demand check of NT\$100,000 (payable to "ICC Tainan Co., Ltd.") 30 days before the exhibition. Please send it via registered mail or deliver it in person to ICC Tainan Co., Ltd., No. 3, Guiren 12th Rd., Guiren Dist., Tainan



City 711010, Taiwan. Please indicate "Stage Sound Equipment Application" on the envelope.

2. 凡未申請者，經查獲必須補填本申請書 / 切結書，除保證金新台幣十萬元外，另需繳交違規使用費。未完成此程序之前，主辦單位有權強制拆除或不供應該攤位之電力。

Those who set up ultra-high booths (including stages) without prior application or approval will be required to complete the application immediately. Apart from the deposit of NT\$100,000, they are also subject to penalties. Before the completion of the application, the organizer reserves the right to forcibly dismantle or withhold power supply to the booth.

3. 補辦申請手續者，除依規定申請外，並需繳交違規使用費。逾申請期限，於開展(__月__日)(含)前提出申請者，需繳交違規使用費新台幣一萬元。展出期間(__月__日至__月__日)申請者，需繳交違規使用費新台幣三萬元。

For those who apply after the deadline, in addition to the required application procedure, they are also subject to penalties as follows: For applicants who submit their application _____ days (inclusive) before the exhibition, a penalty of NT\$10,000 will be charged. For applicants who submit their application during the exhibition period (from _____(date) to _____(date)), a penalty fee of NT\$30,000 will be charged.

4. 如未違反上述規定，所繳保證金於展後無息退還。

The deposit will be refunded without interest after the exhibition if the exhibitor has not violated any regulations.

5. 參展廠商自攜無線麥克風設備，須先向大臺南會展中心提報麥克風頻率申請，並於獲同意後架設使用，倘違規逕於攤位架設使用，致干擾或影響本公司其它會議活動，本公司除即要求停止使用相關設備外，並依本規定事項第 3 點三階段罰則處理。

Exhibitors bringing their own wireless microphone equipment must first apply to ICC Tainan for Microphone Frequency Allocation. Upon approval, they can proceed to set up and use the equipment, while still adhering to the regulations for sound equipment. If they set up or use the equipment at the booth without permission, causing interference or disruption to other events at the Center, ICC Tainan reserves the right to demand immediate cessation of



equipment use and take further action in accordance with the regulations for sound equipment, as outlined in Section 3 above.

【附件 11】大臺南會展中心展覽/活動期間展示車輛及摩托車入場申請表 Appendix 11: ICC Tainan Vehicle and Motorcycle Entry for Display During Exhibition/Event Period - Application Form

公司名稱(Company Name) : _____
攤位號碼(Booth Number)(如無攤位號碼可略)(Skip if no booth number is available) : _____
聯絡人(Contact Person) : _____ 手機號碼(Mobile Number) : 09 - ____ - ____ (必填) (Required)
傳真(Fax) : () ____ - ____ 電話(Phone) : () ____ - ____ 分機(Ext.) _____

本公司將申請共 _____ 輛車(Our company is applying for a total of _____ vehicles) (如 2 輛車以上敬請依序填寫以下表格) (Please fill in the form below for more than 2 vehicles)
車輛入場目的(Purpose of vehicle entry) : ☐ 展示(Exhibition) ☐ 其他(Other)



【附件 9】大臺南會展中心臨時形象展示物設置實施規範 Appendix 9: ICC Tainan Temporary Display Items – Regulations

111 年 7 月 制定

Last updated in July, 2022

1. 大臺南會展股份有限公司（以下簡稱本公司），為維護大臺南會展中心（以下簡稱本中心）之景觀、形象及公共安全，特訂定本實施規範以限制借用單位於本中心設置臨時形象展示物。

ICC Tainan Co., Ltd. (hereinafter referred to as "the Company"), in order to maintain the aesthetics, image, and public safety of ICC Tainan (hereinafter referred to as "the Center"), has established these regulations for the installation of temporary display items by tenants in the Center.

2. 本實施規範所稱臨時形象展示物係指配合展覽（或活動）臨時設立之各式廣告招牌、精神堡壘、拱門牌樓及旗幟地貼等。

The term "temporary display items" referred to in these regulations includes various types of temporary advertising signs, spiritual fortresses, arches, and flags or ground stickers set up temporarily to complement exhibitions (or events).

3. 形象展示物之設置應檢具設計結構及設置地點圖說(附件 9.1)、申請表(附件 9.2)、切結書(附件 9.3)，最遲於展前或活動前 20 天由借用單位向本公司本客戶成功部提出申請，獲得同意後始得施工。如在本公司未開放或允許之地點設置形象展示物，一經查獲，需立即拆除，若未能立即拆除，本公司得逕自雇工拆除，拆除衍生費用及責任由借用單位全權負責。

The installation of display items should be accompanied by a design structure and location diagram (Appendix 9.1), an application form (Appendix 9.2), and a declaration (Appendix 9.3). These documents must be submitted by the Tenant to the Customer Success Department of our Company at least 20 days before the exhibition or event. Construction is only permitted after obtaining approval. If display items are installed in locations not opened or permitted by our company, they must be immediately dismantled. If immediate dismantling is not feasible, our company reserves the right to dismantle them at the Tenant's expense. The costs and responsibilities associated with dismantling are entirely borne by the Tenant.



4. 形象展示物之設置地點以本公司規畫地點為主，形象展示物之製作需按規定設置，未有規範部分，宜避免使用木製，儘量採用組合式，不得妨礙公共安全、交通動線、市容觀瞻及阻礙消防逃生避難路線。

The installation location of promotional displays shall primarily adhere to the designated areas by ICC Tainan. The construction of promotional displays must comply with regulations. Where no specific guidelines exist, wooden materials should be avoided, and modular construction is preferred. Displays must not obstruct public safety, traffic flow, cityscape aesthetics, or impede fire evacuation routes.

5. 借用單位必須對其形象展示物投保公共意外及第三人責任保險，並善盡安全維護責任，如發生意外而致人員傷亡或財物損失，由借用單位負擔一切責任。

The Tenant must obtain public liability and third-party liability insurance for their promotional displays and assume the responsibility to maintain safety. In the event of accidents causing injury, death, or property damage, the Tenant is liable for all responsibilities.

6. 臨時形象展示物之文字圖案須與主辦之展覽（或活動）訊息相關，不得以營利為目的施放參展商廣告、違反法令規定，及妨害公共秩序或善良風俗。

The text and graphics on temporary promotional displays must be relevant to the exhibition (or event) theme and should not be used for profit-driven purposes, advertise exhibitors, violate legal regulations, or disrupt public order or decency.

7. 展後應清除一切臨時形象展示物與廢棄物，撤場結束時如未清理，本公司將代為僱工清除，所發生之費用將追繳或逕由保證金扣抵。

After the exhibition, all temporary displays and waste must be removed. If not cleared by the end of the move-out period, ICC Tainan will arrange for the cleanup, and the incurred expenses will be recovered or deducted from the security deposit.

8. 施工注意事項：

Construction Safety Precautions:



- (1) 施工時不得損壞地面、樹木花草及其他設施，並嚴禁在大樓建築物內外牆面、地面打釘、鑽（挖）孔或油漆，或直接張貼於牆面上。

During construction, it is prohibited to damage the ground, trees, flowers, and other facilities. Nailing, drilling, or painting on the interior and exterior walls, floors, or directly affixing to the walls of the building is strictly prohibited.

- (2) 設置臨時形象展示物時應加重底座，以防傾倒，不得以絲線等固定於本會設施或路樹上，並於底部加設地毯以維護場地，未加設地毯造成本中心地面損壞者將依相關規定裁罰，並請求復原。

When setting up temporary displays, the base should be reinforced to prevent tipping. Fixing with threads or similar methods to the facilities or roadside trees is prohibited. Additionally, carpets should be placed at the bottom to protect the venue. Failure to place carpets resulting in damage to the Center's floor will result in penalties in accordance with relevant regulations, and restoration will be requested.

- (3) 戶外臨時形象展示物不得任意接用電源，如需使用會展中心電力，應依展覽作業手冊規定辦理申請用電。

Outdoor temporary displays must not connect to power sources without prior approval. If power is required, an application for electricity should be submitted in accordance with the exhibition operations manual.

9. 若因設置臨時形象展示物施工不當而致會展中心設施毀損時，借用單位除應負責回復原狀或照價賠償外，情節嚴重者，本公司得拒絕其日後借用展館場地之權利。

If improper installation of temporary image displays causes damage to the Center's facilities, the tenant shall not only be responsible for restoring the original condition or compensating at market value but also, in severe cases, ICC Tainan reserves the right to refuse their future use of the exhibition venue.

10. 本實施規範如有其他未盡事宜，悉依大臺南會展中心現場作業規範辦理。

For any other matters not covered in this regulation, they shall be handled in accordance with the ICC Tainan Operational Regulations.



11. 本公司另有廣告點位規劃，歡迎與本公司洽詢。

We also have advertising location planning services available. Please contact us for further details.



【附件 9.1】大臺南會展中心臨時形象展示物設置標準 Appendix 9.1: ICC Tainan Temporary Display Items- Standard Guidelines

111 年 7 月 制定
Last updated in July, 2022

備註(Note)：

1. 借用單位須依本公司規劃之點位設置臨時形象展示物，作為營利廣告用途須另外計費，計費方式為採相同性質最鄰近收費項目之點位按面積比例計價，無條件進位至千位數。

Tenants must set up temporary image display items at positions planned by our company. For commercial advertising purposes, additional charges shall apply, calculated based on the area ratio of the nearest charging item, rounded up upwards to the nearest thousand.

申請方式(Application Guidelines)：

1. 最遲須於刊登日 30 天前將設計圖樣、尺寸、設計結構及設置地點圖說、申請表與切結書送交大臺南會展股份有限公司（以下簡稱「本公司」）審核，於獲同意後始得施工。

The design drawings, dimensions, design structures, installation location diagrams, application form, and declaration must be submitted to ICC Tainan Co., Ltd. ("the Company") for review at least 30 days before the first day of display. Construction may only commence after approval has been granted.

2. 設置臨時形象展示物須與送審設計圖案一致，若有修正亦須獲本公司同意。若違反規定，須在規定期限前更換合於規定之臨時形象展示物或自行拆除，借用單位已繳費用不予退還。

若未能於期限前辦理完成，本公司得逕行拆除，拆除衍生費用由借用單位負擔。

The installation of temporary displays must follow the submitted design drawings. Modifications are subject to approval from the Company. In case of violation, the temporary displays must be replaced with compliant ones or removed by the Tenant before the specified deadline. Fees paid by the tenant will not be refunded.



If the application cannot be completed before the deadline, the Company reserves the right to dismantle the displays concerned directly. The Tenant shall bear the costs associated with the dismantling.

借用單位須遵守各區域規定之材質及設置方式，如有不符，本公司得要求立即拆除，倘因施工不當造成本公司設施損害，須於指定期限前修復返還，或遵照本館維護廠商報價賠償。

The Tenant must comply with the designated materials and installation methods for each area. Violations may result in immediate dismantling. If improper construction causes damage to the Company's facilities, the Tenant must repair and restore them within the specified timeframe or compensate according to the maintenance vendor's quotation.

- 借用單位必須對其形象展示物投保公共意外及第三人責任險，並善盡安全維護責任，如發生意外而致人員傷亡或財物損失，由借用單位負擔一切責任。

The Tenant should insure their display items with public liability and third-party liability insurance and fulfill their responsibility for safety maintenance. In the event of accidents resulting in injury or property damage, the Tenant shall bear full responsibility.

- 臨時形象展示物內容須與申請主題相符，不得收費廣告、違反法令、妨礙公序良俗。

The content of temporary displays must align with that stated in the application. Advertising for profit, violating laws, or violating generally accepted standards of decency is prohibited.

- 主辦單位申請之臨時形象展示物位置不得私下轉租予第三人。

The temporary display space applied for by the Organizer cannot be subleased to a third party without authorization.

- 如因天災、機械故障或其他原因致申請之區位不能使用時，本公司將儘速派員處理，如未能修復，本公司不負其他賠償之責。

In the event that the applied space cannot be used due to natural disasters, mechanical failures, or other reasons, the Company will promptly dispatch personnel to handle the situation. If rectification cannot be made, the Company shall not be held liable for any further compensation.



7. 本公司保有規定修正之權利，如有修正，不另通知。

The company reserves the right to amend these regulations without prior notice.



【附件 9.2】大臺南會展中心設置臨時形象展示物申請表 Appendix 9.2: ICC Tainan Temporary Display Items - Application Form

111 年 7 月 制定
Last updated in July, 2022

本單位於_____年_____月_____日至_____年_____月_____日大臺南會展中心_____區舉辦之_____，因展出（活動）需要，特申請設置以下臨時形象展示物：

Our company will hold _____(event name) at ICC Tainan _____(Area of ICC Tainan) from _____(date) to _____(date). For the purpose of the exhibition (or event), we hereby apply to set up the following temporary display items:

項次 No.	種別 Type	尺寸 Size	位置 Location	數量 Quantity	說明 Description



此 致

大臺南會展股份有限公司

Recipients:

ICC TAINAN Co., Ltd.

立承諾書

Declarants

借用單位

(Tenant' s Company Name)

(印鑑章) (Seal)

負責人

(Person in Charge)

(印鑑章) (Seal)

通訊地址

(Address)

聯絡人

(Contact Person)

電話/手機

(Phone/Mobile)

傳真

(Fax)

E-mail

中 華 民 國 年 月 日 Date:_____

※ 填妥後最遲請於展前 30 天送交大臺南會展股份有限公司

※Please return the completed form to ICC TAINAN Co., Ltd. at least 30 days before the exhibition.



【附件 9.3】大臺南會展中心設置臨時形象展示物切結書 Appendix 9.3: ICC Tainan Temporary Display Items - Declaration Form

111 年 7 月 制定
Last updated in July, 2022

本單位於____年____月____日至____年____月____日假大臺南會展中心____區舉辦之____，因實際需要，特申請設置臨時形象展示物。本單位保證確實遵守「大臺南會展中心臨時形象展示物設置實施規範」及「大臺南會展中心現場作業規範」之各項規定。

Our company will hold _____(event name) at ICC Tainan in _____(Area of ICC Tainan) from _____(date) to _____(date). For the purpose of the exhibition (or event), we have applied to set up temporary display items. Our company will comply with all provisions in "ICC Tainan Temporary Display Items - Regulations" and "ICC Tainan Operational Regulations".

本單位保證如因形象展示物之設計、施工、設置、或拆除不當等情事而發生任何財物損失、人員傷亡、或其它侵權事故，本單位同意自行負擔一切民、刑事及賠償責任，與貴公司無涉。如貴公司因而遭受損失，本單位同意負一切賠償責任。

Our company hereby guarantees that in the event of any property damage, personal injury, or other infringements arising from the improper design, construction, installation, or removal of the display items, we shall assume full legal responsibility and ICC Tainan shall not be held for any civil or criminal liability. Should your company suffer any losses as a result, our company agrees to assume all compensation responsibilities.

此 致

大臺南會展股份有限公司

Recipients:

ICC TAINAN Co., Ltd.



立承諾書

Declarants

借用單位

(Tenant' s Company Name) _____ (印鑑章) (Seal)

負責人

(Person in Charge) _____ (印鑑章) (Seal)

通訊地址

(Address) _____

聯絡人

電話/手機

傳真

(Contact Person)

(Phone/Mobile)

(Fax)

E-mail

中 華 民 國 年 月 日 Date: _____

※ 填妥後最遲請於展前 30 天送交大臺南會展股份有限公司

※Please return the completed form to ICC TAINAN Co., Ltd. at least 30 days before the exhibition.



【附件 10】大臺南會展中心重型車輛入場申請表 Appendix 10: ICC Tainan Heavy Vehicle Entry - Application Form

□進場(Move-in) 退場(Move-out)

111 年 7 月 制定 Last updated in July, 2022

展覽/活動名稱(Exhibition/Event Name) : _____

申請日期(Date of Application) : _____年(YY)_____月(MM)_____日(DD)

<p>參展廠商名稱(Exhibitor Name) :</p> <p>攤位號碼(Booth Number) :</p> <p>統一編號(Unified Business Number (UBN)) :</p>	<ul style="list-style-type: none"> ● 車輛牌照號碼(License Plate Number) : _____ ● 車輛種類(Vehicle Type) : <input type="checkbox"/>吊車(Crane) <input type="checkbox"/>貨車(Truck) <input type="checkbox"/>吊重卡車(Heavy-duty Crane) <input type="checkbox"/>堆高機(Forklift) ● 車輛輪軸數(Number of Axles) : <input type="checkbox"/>雙軸車(Dual Axle) <input type="checkbox"/>三軸車(Triple Axle) <input type="checkbox"/>其他(Other)_____ ● 車軸高度 (包含貨) (Axle Height (including cargo)) : _____ ● 車輛最高載重(Maximum Vehicle Load) : _____噸(tons) / 最高吊重(Maximum Crane Load) : _____噸(tons) ● 預計停留時間(Expected Duration of Stay) : From _____月(Month)_____日(Day)_____時(Hour)_____分(Minutes)起 至 to _____月(Month)_____日(Day)_____時(Hour)_____分(Minutes)為止
<p>公司負責人姓名(Person in Charge) :</p>	<ul style="list-style-type: none"> ● 車輛牌照號碼(License Plate Number) : _____ ● 車輛種類(Vehicle Type) : <input type="checkbox"/>吊車(Crane) <input type="checkbox"/>貨車(Truck) <input type="checkbox"/>吊重卡車(Heavy-duty Crane) <input type="checkbox"/>堆高機(Forklift) ● 車輛輪軸數(Number of Axles) : <input type="checkbox"/>雙軸車(Dual Axle) <input type="checkbox"/>三軸車(Triple Axle) <input type="checkbox"/>其他(Other)_____ ● 車軸高度 (包含貨) (Axle Height (including cargo)) : _____ ● 車輛最高載重(Maximum Vehicle Load) : _____噸(tons) / 最高吊重(Maximum Crane Load) : _____噸(tons)



<p>廠商現場聯絡人姓名(On-Site Contact Person)：</p> <p>辦公室電話(Office Phone)：</p> <p>行動電話(Mobile Phone)：</p> <p>電子郵件(Email)：</p>	<p>噸(tons)</p> <ul style="list-style-type: none"> ● 預計停留時間(Expected Duration of Stay)： From ____月(Month) ____日(Day) ____時(Hour) ____分(Minutes)起 至 to ____月(Month) ____日(Day) ____時(Hour) ____分(Minutes)為止 <hr/> <ul style="list-style-type: none"> ● 車輛牌照號碼(License Plate Number)：_____ ● 車輛種類(Vehicle Type)：<input type="checkbox"/>吊車(Crane) <input type="checkbox"/>貨車(Truck) <input type="checkbox"/>吊重卡車(Heavy-duty Crane) <input type="checkbox"/>堆高機(Forklift) ● 車輛輪軸數(Number of Axles)：<input type="checkbox"/>雙軸車(Dual Axle) <input type="checkbox"/>三軸車(Triple Axel) <input type="checkbox"/>其他(Other)_____ ● 車軸高度 (包含貨) (Axle Height (including cargo))：_____ ● 車輛最高載重(Maximum Vehicle Load)：_____噸(tons) / 最高吊重(Maximum Crane Load)：_____噸(tons) ● 預計停留時間(Expected Duration of Stay)： From ____月(Month) ____日(Day) ____時(Hour) ____分(Minutes)起 至 to ____月(Month) ____日(Day) ____時(Hour) ____分(Minutes)為止
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申請說明及注意事項(Application Guidelines and Notes)：

- 1 **申辦窗口**：為維護大臺南會展中心結構體、樓板、人員及設施之安全，進出展場之車輛，其車身總載重達 15 公噸以上者（以車身或行車執照載明者為準）或任何噸位之起重機或堆高機，應視實際需求，依以下規定向主辦單位或本公司事先進行申請，並於申請許可後，方得入場作業。

Application Process: To ensure the safety of the ICC Tainan structure, floors, personnel, and facilities, vehicles entering and exiting the exhibition hall with a total vehicle weight exceeding 15 metric tons (as stated on the vehicle registration or license) or any tonnage of cranes or forklifts, must apply in advance to the organizer or ICC Tainan according to the following regulations, and may only enter the premises for operations after obtaining permission.

- 2 **申請資格與程序**：申請車輛須為展覽或活動所需者。車輛入場前，應檢附行車執照或相關通行證影本，並於進場 14 天前向主辦單位或會展中心提出申請，經主辦單位進行初步審查後，會展中心得依安全秩序之考量另行決定核准與否。未依上述規定期限前申請或廠商於現場自行提出緊急申請者，主辦單位或會展中心得扣罰每車新台幣 500 元，該罰款得當場繳交始得入場。

Eligibility and Procedure: Vehicles must be required for the exhibition or event. Before entering, vehicles should submit a copy of their vehicle registration or relevant passes. Applications must be submitted to the organizer or exhibition center at least 14 days before entry. After initial review by the organizer, the exhibition center may decide whether to approve based on safety considerations. Failure to apply within the specified period or emergency applications made by exhibitors on-site may incur a penalty of NT\$500 per vehicle, payable on-site to gain entry.

- 3 **安全責任**：大臺南會展中心展場地板承受重量上限為 5 公噸/平方公尺，吊車及吊重卡車於展場內作業時，其懸臂揚程高度不得逾 9 公尺。入場車輛應視實際需要自備並裝設可增加底部面積之工具（如鋼樑、鋼板、墊板底座或枕木等）以減輕集中載重負荷，維護展場安全。由於車輛或其載物之重量、操作或其他原因，致對設施或人員造成傷害者，主辦單位應承擔全部之責任。

Safety Responsibility: The ICC Tainan exhibition floor has a maximum weight limit of 5 tons per square meter. When operating cranes or heavy-duty trucks inside the exhibition area,



the maximum boom height must not exceed 9 meters. Vehicles entering the venue should bring and install tools (such as steel beams, steel plates, cushioned baseplates, or sleepers) to increase the bottom area and reduce concentrated load-bearing, thus ensuring venue safety. In the event of injury to facilities or personnel due to the weight, operation, or other reasons related to vehicles or their cargo, the organizer shall bear full responsibility.

註：大臺南會展中心各區貨物出入口：

Note: The ICC Tainan has various goods entrances and exits as follows:

(1) 南展區 (S1 閘門)：寬 8.5 公尺，高 6 公尺

South Exhibition Area (Gate S1): Width 8.5 meters, Height 6 meters

(2) 東展區 (E0 閘門)：寬 6 公尺，高 5 公尺 (特殊情況經本公司同意後，始得開放)

East Exhibition Area (Gate E0): Width 6 meters, Height 5 meters (Opening allowed only under special circumstances with prior approval from the ICC Tainan)

(3) 西展區 (W0 閘門)：寬 6 公尺，高 9 公尺。如裝載貨物總高度超過前述貨物出入口限制，請拆解分裝後始得進出，如未妥善處置致展場設施毀損時，須負相關賠償責任。

West Exhibition Area (Gate W0): Width 6 meters, Height 9 meters.

If the total height of loaded goods exceeds the height limits of the aforementioned goods entrances and exits, please dismantle or split the goods before entry. Failure to do so, resulting in damage to the exhibition venue facilities, will incur relevant compensation liabilities.

4 作業時間與地點等限制：進場車輛請依申請核准之時間及地點進行作業。

Restrictions on Operating Time and Location: Please ensure that vehicles enter and operate in accordance with the approved time and location specified in the application.

5 注意事項(Points to Note)：

(1) 所有重型車輛於進場時，須提具 24 小時內過磅之證明單，據以證明其進場車輛總載重未超出展館載重規定，凡超出載重規定者、未具過磅證明單者、未事先進行入場申請並取核准或



現場檢核人員判定車輛載重有疑慮者，一律禁止入場。

All heavy-duty vehicles must present a weighing certificate obtained within 24 hours prior to entry, confirming that the total weight of the entering vehicles does not exceed the loading capacity regulations of the exhibition hall. Vehicles exceeding the loading regulations, those lacking a weighing certificate, those without prior entry application and approval, or those whose weight is deemed suspicious by on-site inspection personnel are strictly prohibited from entry.

(2) 進場車輛如符合上述各項規定，現場檢核人員將發予進場車輛司機「大臺南會展中心車輛行駛安全須知」，經詳閱及簽認，並繳交展場臨時停車費後，始可進場作業。

If the entering vehicles comply with the aforementioned regulations, on-site inspection personnel will issue the driver of the entering vehicle with the "ICC Tainan Vehicle Driving Safety Instructions". After careful reading, acknowledgment, and payment of the temporary parking fee, the vehicle may proceed with operations on-site.

(3) 如對相關申請程序或載重限制與規定有疑問者，請另電洽大臺南會展中心業務部。

For any inquiries or doubts regarding the related application procedures or weight restrictions and regulations, please contact the Business Department of ICC Tainan by phone.

申請單位 (公司) 印鑑與負責人簽章 Company Seal and Signature of the Person in Charge	主辦單位 Organizer	管理組 Management Team
本申請單位同意並遵守上述說明內之各項規定，並願承擔相關之法律與損害賠償責任 The undersigned applicant agrees to abide by the aforementioned instructions and regulations and is willing to assume all legal and liability responsibilities for damages incurred.		

【附件 11】大臺南會展中心展覽/活動期間展示車輛及摩托車入場申請表 Appendix 11: ICC Tainan Vehicle and Motorcycle Entry for Display During Exhibition/Event Period - Application Form

公司名稱(Company Name)：_____

攤位號碼(Booth Number)(如無攤位號碼可略)(Skip if no booth number is available)：_____

聯絡人(Contact Person)：_____ 手機號碼(Mobile Number)：09 _____ - _____ (必填) (Required)

傳真(Fax)：() _____ - _____ 電話(Phone)：() _____ - _____ 分機(Ext.) _____

本公司將申請共 _____ 輛車(Our company is applying for a total of _____ vehicles) (如 2 輛車以上敬請依序填寫以下表格) (Please fill in the form below for more than 2 vehicles)

車輛入場目的(Purpose of vehicle entry)：☐ 展示(Exhibition) ☐ 其他(Other)

No.	預計進 / 出場時間 Estimated Move-in/out Time	車種 Vehicle Type	車牌號碼 License Plate Number (無車牌請說明原因) (Please explain if no license plate number is available)	其他 Other
	<ul style="list-style-type: none"> ● 入場(Move-in) : ____年(Year)____月(Month)____ 日(Day) ; ____ : ____ (Time) ● 離場(Move-out) : ____年(Year)____月(Month)____ 日(Day) ; ____ : ____ (Time) 	<input type="checkbox"/> 電動車(Electric Vehicle) <input type="checkbox"/> 汽車(Automobile) <input type="checkbox"/> 機車(Motorcycle) <input type="checkbox"/> 其他(Other) : _____		廠牌(Brand) : _____ CC 數(CC Displacement) : _____ (15 公噸以上重車請填寫 下列資料) (For vehicles weighing 15 tons or more, please fill in the following information) 車軸數(Number of axles) : <input type="checkbox"/> 2 軸(2 axles) <input type="checkbox"/> 3 軸(3 axles) <input type="checkbox"/> 4 軸以上(4 axles or more) ; 車長(Length of vehicle) : ____ 公尺(meters) ; 總載重(Total weight)(含車及貨 物)(including vehicle and cargo) : _____ 噸(tons)
	<ul style="list-style-type: none"> ● 入場(Move-in) : ____年(Year)____月(Month)____ 日(Day) ; ____ : ____ (Time) ● 離場(Move-out) : ____年(Year)____月(Month)____ 日(Day) ; ____ : ____ (Time) 	<input type="checkbox"/> 電動車(Electric Vehicle) <input type="checkbox"/> 汽車(Automobile) <input type="checkbox"/> 機車(Motorcycle) <input type="checkbox"/> 其他(Other) : _____		廠牌(Brand) : _____ CC 數(CC Displacement) : _____ (15 公噸以上重車請填寫 下列資料) (For vehicles weighing 15 tons or more, please fill in the following information) 車軸數(Number of axles) : <input type="checkbox"/> 2 軸(2 axles) <input type="checkbox"/> 3 軸(3 axles) <input type="checkbox"/> 4 軸以上(4 axles or more) ; 車長(Length of vehicle) : ____ 公尺(meters) ; 總載重(Total weight)(含車及貨 物)(including vehicle and cargo) : _____ 噸(tons)

<ul style="list-style-type: none"> ● 入場(Move-in) : ____年(Year) __月(Month) _ 日(Day) ; __ : __ (Time) ● 離場(Move-out) : ____年(Year) __月(Month) _ 日(Day) ; __ : __ (Time) 	<input type="checkbox"/> 電動車(Electric Vehicle) <input type="checkbox"/> 汽車(Automobile) <input type="checkbox"/> 機車(Motorcycle) <input type="checkbox"/> 其他(Other) : _____		廠牌(Brand) : _____ CC 數(CC Displacement) : _____ (15 公噸以上重車請填寫 下列資料) (For vehicles weighing 15 tons or more, please fill in the following information) 車軸數(Number of axles) : <input type="checkbox"/> 2 軸(2 axles) <input type="checkbox"/> 3 軸(3 axles) <input type="checkbox"/> 4 軸以上(4 axles or more) ; 車長(Length of vehicle) : ____ 公尺(meters) ; 總載重(Total weight)(含車及貨 物)(including vehicle and cargo) : _____ 噸(tons)
<ul style="list-style-type: none"> ● 入場(Move-in) : ____年(Year) __月(Month) _ 日(Day) ; __ : __ (Time) ● 離場(Move-out) : ____年(Year) __月(Month) _ 日(Day) ; __ : __ (Time) 	<input type="checkbox"/> 電動車(Electric Vehicle) <input type="checkbox"/> 汽車(Automobile) <input type="checkbox"/> 機車(Motorcycle) <input type="checkbox"/> 其他(Other) : _____		廠牌(Brand) : _____ CC 數(CC Displacement) : _____ (15 公噸以上重車請填寫 下列資料) (For vehicles weighing 15 tons or more, please fill in the following information) 車軸數(Number of axles) : <input type="checkbox"/> 2 軸(2 axles) <input type="checkbox"/> 3 軸(3 axles) <input type="checkbox"/> 4 軸以上(4 axles or more) ; 車長(Length of vehicle) : ____ 公尺(meters) ; 總載重(Total weight)(含車及貨 物)(including vehicle and cargo) : _____ 噸(tons)
<ul style="list-style-type: none"> ● 入場(Move-in) : ____年(Year) __月(Month) _ 日(Day) ; __ : __ (Time) 	<input type="checkbox"/> 電動車(Electric Vehicle) <input type="checkbox"/> 汽車(Automobile) <input type="checkbox"/> 機車(Motorcycle) <input type="checkbox"/> 其他(Other) : _____		廠牌(Brand) : _____ CC 數(CC Displacement) : _____ (15 公噸以上重車請填寫 下列資料) (For vehicles weighing 15 tons or more, please fill in the following information)

	● 離場(Move-out): ____年(Year)____月(Month)____ 日(Day); ____: ____ (Time)		車軸數(Number of axles): <input type="checkbox"/> 2 軸(2 axles) <input type="checkbox"/> 3 軸(3 axles) <input type="checkbox"/> 4 軸以上(4 axles or more); 車長(Length of vehicle): ____ 公尺(meters); 總載重(Total weight)(含車及貨 物)(including vehicle and cargo): ____ 噸(tons)
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注意事項：車輛一旦入場定位後，請即熄火。展示用車輛一旦進場後，必須依出場之時間離場。

Note: Once the vehicle is parked upon entry, please turn off the engine immediately. Exhibition display vehicles must leave according to the scheduled departure time.

備註(Remarks):

1. 請於 ____ 年 ____ 月 ____ 日前填妥本申請表送交主辦單位核章。

Please complete this application form and submit it to the organizer for approval before ____ (Year)/ ____ (Month)/ ____ (Day).

2. 如為展示或提供服務之車輛，請填寫本表，否則依展場之規定，進(出)場期間小客車不得駛入展場。

If the vehicle is for display or service provision, please fill out this form. Otherwise, according to the regulations of the exhibition venue, passenger cars are not allowed to enter (exit) the venue during the exhibition period.

3. 為維護展場秩序，車輛僅用於展示或提供服務，進出場時不得載客或載貨。

To maintain order at the exhibition venue, vehicles are only allowed for display or service provision purposes. They should not carry passengers or cargo when entering or exiting the venue.

4. 為保持展場清潔，如有漏油或影響展場環境等問題，一律由申請公司自行負責(含清潔費及罰鍰)。

To maintain cleanliness at the exhibition venue, any issues such as oil leaks or environmental disturbances caused by the applicant company's vehicles are the sole responsibility of the company, including cleaning fees and penalties.

5. 車輛不得於展覽或活動期間發動及駕駛於任何展場內且須熄火，僅限於展示或提供服務，如有違規將由本公司開罰。

Vehicles must not be started or driven within any exhibition venue during the exhibition or event period and must remain turned off. They are only permitted for display or service purposes. Any violation will result in penalties imposed by the company.

主辦單位核章

(Organizer's Seal)

場地承辦窗口審核

(Approved by the Management

Office)

請於車輛進場時將蓋有主辦單位核可章之本表交給警衛

Please present this form with the Organizer's seal of approval to the security guard upon vehicle entry.



【附件 12】大臺南會展中心攤位須採防焰材料裝修須知 Appendix 12: ICC Tainan Guidelines for Fireproof Decoration Materials to be Used in Booth

111 年 7 月 制定

Last updated in July, 2022

有關大臺南會展中心裝修須使用防焰物品之規定及法源說明：

Regulations and Legal Provisions Regarding the Use of Flame-Retardant Materials for Decoration at ICC Tainan

1. 法源：依消防法第 11 條之規定，大臺南會展中心全區應遵守使用附有防焰標示之地毯、窗簾、布幕、展示用廣告板及其他指定之防焰物品。防焰物品或其材料之防焰標示，應經中央主管機關認證具有防焰功能。相關之防焰物品包括：

Legal Provisions: According to Article 11 of the Fire Services Act, ICC Tainan is required to comply with the use of carpets, curtains, drapes, display advertising boards, and other designated flame-retardant materials labeled with flame-retardant labels throughout the entire venue. Flame-retardant items or their components should be certified by the central authority to be flame-retardant. The following items are required to be flame-retardant:

- (1) 地毯：梭織地毯、植簇地毯、合成纖維地毯、人工草皮等地坪鋪設物。

Carpets: Woven carpets, tufted carpets, synthetic fiber carpets, artificial turf, and other flooring materials.

- (2) 窗簾：布質製窗簾（含布製一般窗簾、直葉式、橫葉式百葉窗簾）。

Curtains: Fabric curtains (including general fabric curtains, vertical blinds, horizontal blinds).

- (3) 布幕：供舞台或攝影棚使用之布幕。

Backdrop: Fabric backdrops used for stages or photography studios.

- (4) 展示用廣告板：室內展示用廣告合板。

Display boards: Indoor display boards for advertising purposes.



(5) 其他指定之防焰物品，係指網目大小在十二公釐以下之施工用帆布。

Other specified flame-retardant items refer to construction canvas with a mesh size of 12 millimeters or less.

2. 防焰材料其他說明：

Further explanation on flame-retardant materials:

(1) 防焰物品的目的在於防止微小火源的擴大，使燃燒初期的火勢受到抑制，而不會繼續擴大蔓延燃燒，或是使火勢受到阻礙，延緩火勢蔓延的速度。

The purpose of flame-retardant items is to prevent the spread of small fires, thereby suppressing the initial combustion and preventing it from spreading further, or impeding the fire and slowing down its spread.

(2) 防焰物品本身並非不燃，而是其比一般物品更難以引燃而已。例如窗簾等物品，本身即可燃，但是因為經過防焰處理，所以較不易燃燒，而不是如鋼鐵、混凝土等不燃材料。因此，經過防焰處理後之物品，其本身在接觸火源時，起火燃燒之引燃時間比一般物品更長；已經起火燃燒的物品，則會延緩火焰蔓延擴大的時間，或於微小火源情況而自行熄滅。

Flame-retardant items themselves are not non-combustible, but rather more difficult to ignite compared to regular items. For example, materials like curtains are inherently combustible, but after flame-retardant treatment, they are less prone to combustion, unlike non-combustible materials such as steel or concrete. Therefore, items treated with flame-retardant measures have a longer ignition time when in contact with a fire source compared to regular items. Once ignited, they will slow down the spread of flames or self-extinguish under minor fire conditions.

(3) 本展場所有攤位須依上述說明，於使用地毯、窗簾、布幕及展示用廣告板等物品時，應採用防焰材料，並於該材料明顯角落貼設經專業單位驗證之防焰標章。

All booths in this exhibition must adhere to the above guidelines. When using items such as carpets, curtains, drapes, and display boards, flame-retardant materials must be chosen. Additionally, a flame-retardant label verified by a professional unit should be prominently displayed in the corner of the item.



大臺南會展中心管理單位及於本中心辦理展覽或活動之借用單位，均須負責監督其相關廠商遵守上述消防法令規範，並依消防單位之要求規定各廠商，於進場裝修起至展覽出場結束期間，需於現場備妥其所使用防焰材料之有效證明文件，供消防單位查核。如有違反法令規定者，致本公司遭開立罰單或因而衍生之意外責任，概由借用單位及相關違規廠商負一切責任。

The Management Office of ICC Tainan and the tenants organizing exhibitions or events at this center are responsible for supervising their vendors to comply with the above-mentioned fire regulations. According to the requirements of the fire department, all vendors must provide valid documentation of their flame-retardant materials on-site from the start of setup to the end of the move-out. If any violation of the regulations leads to fines issued against ICC Tainan or results in any accident liability, the tenant and the non-compliant vendors involved will bear all responsibilities.



【附件 13】大臺南會展中心遙控無人機使用管理辦法 Appendix 13: ICC Tainan Use of Drones - Regulations

111.05.制定

Last updated in May, 2022

1. 大臺南會展股份有限公司（以下簡稱本公司）為維護大臺南會展中心（以下簡稱本中心）之公共安全、隱私及環境秩序之需要，特訂定大臺南會展中心遙控無人機使用管理辦法（以下稱本辦法）。

ICC Tainan Co., Ltd. (hereinafter referred to as "the Company") has established the ICC Tainan Use of Drones - Regulations (hereinafter referred to as "these Regulations") to uphold public safety, privacy, and order at ICC Tainan (hereinafter referred to as "the Center").

2. 本辦法所稱之遙控無人機，係依「民用航空法」之定義，本場地限用無人多旋翼機。

The term "drone" referred to in this regulation is defined as "unmanned aerial vehicle" according to the "Civil Aviation Act". At this venue, only unmanned multirotor aircraft are permitted.

3. 遙控無人機操作人應持有民航局發給之相應等級操作證，始得操作。操作時應注意飛航高度、速度及音量，並遵守「民用航空法」、「遙控無人機管理規則」及其他相關法令規定。

Operators of drones must hold the corresponding certificates issued by the Civil Aviation Administration. During operation, operators must closely monitor the flight altitude, speed, and noise level, while adhering to the "Civil Aviation Act," "Remote-controlled Unmanned Aircraft Management Regulations," and other relevant legal provisions.

4. 操作使用遙控無人機申請規定如下：

The regulations for applying to operate drones are as follows:

- (1) 借用單位因特殊需求，需要於本中心區域操作遙控無人機時，應於操作遙控無人機活動一週前填具切結書(附件 14.1)，申請單(附件 14.2)，向中心提出申請，經本公司相關單位核准後始得使用。



If a tenant has special requirements and needs to operate drones within the premises of the Center, an application should be submitted to the Center one week before the operation. The application should include a declaration form (Appendix 14.1) and an application form (Appendix 14.2). After approval by the relevant departments of the Company, the tenant may proceed with the operation.

- (2) 現場操作人員應具專業級證照，操作遙控無人機時須全程在場，並有效管制使用地點周圍之人員進出。

The on-site operator must possess a professional certificate and must remain present throughout the operation of the drone. They should also effectively control the entry and exit of personnel around the operating location.

- (3) 縱經申請核准，如因現場環境、天候因素等狀況，進行飛行活動有安全疑慮時，本公司得要求操作人暫緩或停止飛航。

Even with approved authorization, if there are safety concerns during the flight activity due to on-site conditions, weather factors, or other circumstances, the company reserves the right to request the operator to temporarily suspend or cease the flight.

- (4) 操作無人機時請遵守相關室內高度限制：1樓大廳挑高空間飛航高度限制為6米，1樓中央走道限高4米，1樓東西走道限高2米，1樓展區限高為10米。

Please adhere to the following indoor height restrictions when operating drones: The flight height is limited to 6 meters in the high-ceiling space of the first-floor lobby, 4 meters in the central aisle, 2 meters in the east-west aisles, and 10 meters in the first-floor exhibition area.

5. 操作遙控無人機時，拍攝內容或行為不得抵觸法令或本公司規定。本公司如對拍攝內容有疑慮，得要求檢視並依相關法令規定處理或刪除內容。

When operating drones, the content captured and the filming action must not violate laws or regulations set forth by the Company. If the Company has concerns regarding the content captured, it reserves the right to inspect and handle or delete the content in accordance with relevant legal regulations.



6. 未依本辦法提出申請獲准而擅自操作使用者或違反前條規定者，本公司有權要求停止操作，如制止行為造成遙控無人機損毀，本公司不負損害賠償責任。

Unauthorized operation or violation of the regulations stated herein without prior approval as per this regulation grants the company the right to request cessation of the operation. In the event that the cessation results in damage to the remote-controlled unmanned aerial vehicle, the company bears no responsibility for compensation for damages.

7. 經獲本公司核准於室內及戶外操作遙控無人機，若因違反法令而致他人損害或遭主管機關裁罰者，申請人及操作人應負相關法律責任。自遙控無人機落下或投下物品，致生損害者亦同。

Upon receiving approval from the company to operate remote-controlled unmanned aerial vehicles indoors or outdoors, if any person incurs damages or penalties from the competent authority due to violations of laws, the applicant and the operator shall bear the corresponding legal responsibilities. The same applies in the event of damage caused by the falling or dropping of objects from the remote-controlled unmanned aerial vehicle.

8. 因前項行為導致本公司受主管機關裁罰時，本公司得向申請人及操作人求償。

If the aforementioned actions result in penalties imposed on the company by the competent authority, the company may seek compensation from the applicant and the operator.

9. 本辦法未規定事項，悉依民用航空法、遙控無人機管理規則及其他相關法令規定辦理

Any matters not covered by these regulations shall be handled in accordance with the Civil Aviation Act, the Remote-Controlled Drone Regulations, and other relevant laws and regulations.

10. 本辦法經大臺南會展股份有限公司公布施行，修正時亦同。

These regulations shall come into effect upon its publication by ICC Tainan Co., Ltd., and any amendments shall also apply accordingly.



【附件 13.1】大臺南會展中心空拍機使用切結書 Appendix 13.1: ICC Tainan Use of Drones - Declaration Form

本人_____ (簽章) 向大臺南會展中心提出申請無人機操作時間____年____月____日至____年____月____日，已詳閱以上申請空拍須知文件內容，並完全同意其中各項規定。請確認以上申請資料內容均屬實，如有不實，本公司保有相關申請需求取消之權利。

I, _____ (signature), hereby apply to ICC Tainan for the operation of drones from _____ (Start Date) to _____ (End Date). I have thoroughly read the regulations above and fully agree to all provisions therein. I confirm that the information provided in this application is true and accurate. I understand that the Company reserves the right to cancel the application if any information provided is found to be false.

操作人應遵守事項(Obligations of Operators):

1. 血液中酒精濃度不得超過百分之零點零二或吐氣中酒精濃度不得超過每公升零點一毫克。
The blood alcohol concentration shall not exceed 0.02% or the breath alcohol concentration shall not exceed 0.1 milligrams per liter.

2. 不得受精神作用物質影響，導致行為能力受到損傷。
One shall not be under the influence of psychoactive substances leading to impaired behavioral abilities.

3. 不得有危害任何生命及財產之操作行為。
One must not engage in any operational behavior that poses a risk to any life or property.

4. 操作人在操作時應對遙控無人機之飛航及其周遭狀況保持警覺，並確保察覺及避讓其他航空器、超輕型載具、遙控無人機或障礙物，並防止與其接近或碰撞。

The operator should maintain vigilance over the flight of the remote-controlled drone and its surroundings, ensuring awareness and avoidance of other aircraft, ultralight vehicles, remote-controlled drones, or obstacles, and preventing their approach or collision.



5. 遙控無人機操作注意事項(Precautions for drone operation) :

(1) 遙控無人機飛航活動之實際高度不得逾距地面或水面四百呎。

The actual altitude of a remote-controlled drone must not exceed 400 feet above ground or water level.

(2) 不得以遙控無人機投擲或噴灑任何物件。

No throwing or spraying of any objects with the remote-controlled drone.

(3) 不得裝載危險物品。

Dangerous goods are not allowed to be loaded.

(4) 遵守「遙控無人機管理規則」所定規則之操作限制。

Compliance with the operational restrictions specified in the "Remote-Controlled Drone Regulations".

(5) 不得於人群聚集或室外集會遊行上空活動。

No flying over crowds or outdoor gatherings or processions.

(6) 不得於日落後至日出前之時間飛航。

No flying between sunset and sunrise.

(7) 在目視範圍內操作，不得以除矯正鏡片外之任何工具延伸飛航作業距離。

Operation within visual range, with no extension of flight distance using any tools other than corrective lenses.

(8) 同一操作人不得在同一時間控制二架以上遙控無人機。

The same operator may not control more than two remote-controlled drones simultaneously.

(9) 操作人應隨時監視遙控無人機之飛航及其周遭狀況。



Operators should monitor the flight of the remote-controlled drone and its surroundings at all times.

(10) 應防止遙控無人機與其他航空器、建築物或障礙物接近或碰撞。

Avoidance of proximity or collision with other aircraft, buildings, or obstacles.

(11) 不得於移動中之航空器、車輛或船艦上操作遙控無人機。

Remote-controlled drone operation is not allowed on moving aircraft, vehicles, or vessels.

(12) 其餘注意事項，如禁飛範圍等，請參照（民用航空法遙控無人機專章）之相關規定。

For other precautions, such as no-fly zones, please refer to the relevant provisions of the "Civil Aviation Act Remote-Controlled Drone Chapter".

6. 本中心得隨時中止空拍機飛行活動，本人不得有異議。

The center reserves the right to suspend drone activities at any time, and the undersigned shall not raise any objections.

7. 若因本人操作空拍機不慎導致任何人員傷亡或財產損失，本人願負全部損害賠償責任。

If any injury, fatality, or property damage occurs due to my operation of the drone, I will assume full responsibility for all damages and compensation.

立此書為證明 I hereby declare the above.

此 致

大臺南會展股份有限公司

Recipients:

ICC TAINAN Co., Ltd.



立書人(單位名稱)

Signatory (or Company Name)

(簽章)(Seal)

身分證號碼(統編)

ID Number (or Unified Business
Number)

(請正楷書寫)(Please write in block letters)

連絡電話

使用空拍機機號

(Contact Number)

(Drone Registration Number)

中 華 民 國 年 月 日 Date: _____



【附件 13.2】大臺南會展中心遙控無人機使用申請表 Appendix 13.2: ICC Tainan Use of Drones - Application Form

申請單位 (Company Name)		聯絡電話 (Contact Number)	
申請人姓名 (Applicant's Name)		申請單位主管 (Supervisor of the Applying Company)	
現場負責人姓名 (On-Site Person in Charge)		現場負責人聯絡手機 (Contact Number of the On-Site Person in Charge)	
		現場負責人操作證號 (註 1) (Contact Number of the On-Site Person in Charge' s License Number) (Note 1)	
操作人員 1 (Operator 1)		操作證號(註 1) (License Number) (Note 1)	
操作人員 2 (Operator 2)		操作證號(註 1) (License Number) (Note 1)	
申請事由(Reason for Application)			
遙控無人機 機具型號 (Drone Model)		註冊號碼(註 2) (Registration Number)(Note 2)	
使用設備 (Equipment in Use) (請檢附無人機正視 及俯視照片並應含註 冊號碼)(Please			



attach photos of the front of top view of the drone, including the registration number)		
申請飛航操作時間 (Requested Flight Time)	(From)自 ____年(Year)____月(Month)____日(Day)____時(Time) 起 至(to) ____年(Year)____月(Month)____日(Day)____時(Time) 止(End)	
申請飛航操作區域 (Requested Flight Area)	<input type="checkbox"/> 室內(Indoor)_____ <input type="checkbox"/> 戶外(Outdoor)_____ (請附圖並標示詳細範圍)(Please attach a diagram and indicate the detailed area)	
<p>申請人同意當日操作遙控無人機僅限於經申請核准區域，本人願切結所附資料屬實，並已完全明瞭及遵守大臺南會展中心遙控無人機使用管理辦法及相關法令規定，敬請同意。</p> <p>The applicant agrees that the operation of the remote-controlled drone on the day is limited to the approved area. The applicant confirms that the all filled information is true and accurate, and acknowledges full understanding and compliance with the ICC Tainan Operational Regulations regarding the use of remote-controlled drones and relevant legal provisions. Your approval is appreciated.</p>		
申請人(Applicant) : _____ (簽 章)(Signature)申請日期(Application Date) : _____		
業務部 (Sales Department)	客戶成功部 (Customer Success Department)	設施維運部 (Facility Operations Department)
		<input type="checkbox"/> 同意，已登錄列管 (Approved and registered) <input type="checkbox"/> 不同意，原件退回申請單位 (Disapproved, original documents returned to the applicant)



註 1：自然人所有之最大起飛重量二公斤以上及政府機關（構）、學校或法人所有之遙控無人機，需提供操作證號及操作證影本。

Note 1: For drones owned by individuals with a maximum takeoff weight of over 2 kilograms and those owned by government agencies (entities), schools, or legal persons, the operator's certificate number and a copy of the operator's certificate are required.

註 2：自然人所有之最大起飛重量二百五十公克以上之遙控無人機及政府機關（構）、學校或法人所有遙控無人機，需提供註冊號碼。

Note 2: For drones owned by individuals with a maximum takeoff weight of over 250 grams and those owned by government agencies (entities), schools, or legal persons, a registration number is required.



【附件 14】大臺南會展中心免費 Wi-Fi 上網服務使用說明 Appendix 14: ICC Tainan Free Wi-Fi Internet Service – Guidelines

111 年 7 月 制定

Last updated in July, 2022

1. 實施目的(Purpose)：

提供持有筆記型電腦、智慧型手機等裝置無線上網服務需求。

To provide wireless internet service for devices such as laptops, smartphones, etc.

2. 實施場所(Applicable Locations)：

大臺南會展中心內，包含：1 樓大廳、會議廳，3 樓會議廳，公共廊道空間，展覽廳等區域。

Within ICC Tainan, including the 1st-floor lobby, conference rooms, conference rooms on the 3rd floor, public areas, exhibition halls, etc.

3. 實施方式(Implementation)：

(1) 會展內建置無線上網服務。

Installation of wireless internet service devices within the exhibition center.

(2) 統一以【ICC Tainan】為無線上網服務名稱(SSID)。

Using "ICC Tainan" as the SSID (Service Set Identifier) for wireless internet service throughout the Center.

(3) 提供無線上網基本資訊服務。

Provision of basic wireless internet service.

4. 使用者行為規範(User Code of Conduct)：

使用者使用本服務，若有下列情形之一者，應負一切法律責任(Users of this service shall be held liable for any of the following actions)：



- (1) 利用無線網路刊載、傳送或儲存任何威脅、毀謗、詐欺、傷害、猥褻、色情、攻擊、違背公序良俗或其他一切違反法令之郵件、資料或檔案。

Posting, transmitting, or storing any threatening, defamatory, fraudulent, harmful, obscene, pornographic, offensive, or otherwise unlawful emails, data, or files via the wireless network.

- (2) 未經電子郵件收件人同意，擅自發送垃圾郵件或其他廣告等漫無目的之郵件，而造成對方困擾或破壞其通信設備。

Sending unsolicited emails or other purposeless messages such as spam or advertisements without the consent of the recipient, causing inconvenience or damage to their communication devices.

- (3) 刊載、散播或儲存病毒，或其他任何足以干擾或影響電腦系統正常運作之行為。

Posting, spreading, or storing viruses or any other acts that may interfere with or affect the normal operation of computer systems.

- (4) 刊載、傳送、擷取或儲存任何侵害他人智慧財產權之相關行為，或擅自摘錄、轉售、轉載他人資訊。

Posting, transmitting, extracting, or storing materials, or any actions that infringe upon the intellectual property rights of others, or unauthorized copying, reselling, or reproducing of others' information.

- (5) 影響或破壞本服務系統運作，或增加本服務系統負擔。

Disrupting or damaging the operation of the service system or increasing the burden on the service system.

- (6) 蓄意竊取、破壞或更改他人資訊。

Intentionally stealing, damaging, or altering others' information.

- (7) 販售、提供或推銷各項違反法令之商品或服務。

Selling, providing, or promoting goods or services that violate the law.

- (8) 委託、教唆或利用他人從事各項違反法令之行為或服務。



Entrusting, inciting, or engaging others in activities or services that violate the law.

(9) 妨礙或影響其他使用者使用本服務之權益。

Impeding or affecting the rights of other users to use this service.

(10) 其他違反法令之情事者。

Any other unlawful activities.

5. 責任免除與限制(Exemption and Limitation of Liability)：

(1) 由於本服務環境變化、系統維護需求或其他不可抗力之外力影響，本會展中心得以調整、暫停或終止本服務，且對使用者不負任何損害賠償責任。

Due to changes in the service environment, system maintenance requirements, or any force majeure, ICC Tainan reserves the right to adjust, suspend, or terminate the service without any obligation to compensate users for damages.

(2) 本服務僅依各該服務熱點當時之功能及現況提供使用，如因環境或其他無線訊號等（例如：微波爐、藍芽裝置或其他無線裝置之訊號）因素影響，而產生高頻干擾(如封包遺失、瞬斷等)或其他類型障礙，導致使用者直接或間接之損失或損害時，本會展中心不負任何損害賠償責任。

This service is provided based on the functionality and conditions of each respective service hotspot at the time of use. ICC Tainan shall not be liable for any direct or indirect losses or damages incurred by users due to high-frequency interference (such as packet loss or momentary disconnection) or other issues caused by environmental factors or other wireless signals (e.g., microwave ovens, Bluetooth devices, or other wireless devices).

(3) 由於本服務所採用之無線傳輸技術，無法保證使用者傳輸之資料不被第三人非法入侵、破壞、攻擊、或擷取，如因而導致使用者直接或間接之損害或損失時，本會展中心不負任何損害賠償責任。

With the wireless transmission technology used in this service, ICC Tainan cannot guarantee that user data transmission will not be illegally invaded, damaged, attacked, or intercepted by third parties. ICC Tainan shall not be liable for any direct or indirect losses or damages incurred by users as a result of this.



(4) 使用者如使用本服務導致直接或間接之損害或損失時，本會展中心不負任何損害賠償責任。
ICC Tainan shall not be liable for any direct or indirect losses or damages incurred by users as a result of using this service.

----本服務由大臺南會展股份有限公司提供(This service is provided by ICC TAINAN Co., Ltd.) ----



【附件 15】大臺南會展中心外燴炊事區注意事項 Appendix 15: ICC Tainan Outdoor Catering Area – Guidelines

111.07.01 修訂

Last updated in July 2022

1. 清潔衛生請借用單位自負安全、衛生及事後清潔責任。

Tenants are responsible for the safety, hygiene, and post-catering cleaning.

2. 現場油脂廢水須自備簡易攔渣槽，過濾後再排放至館方指定的排放口/截水溝內，不可直接傾倒。

Wastewater containing oil and grease must be pre-filtered with a simple grease trap before being discharged into the designated drainage outlet/drain, and must not be discharged without treatment.

3. 借用單位不得於外燴區以外區域使用明火及移動式火源（如火焰表演、瓦斯、卡式爐等），備菜區僅供餐飲活動相關前置作業，嚴禁使用明火及烹飪行為。

Tenants are prohibited from using open flames and portable heat sources (such as fire performances, gas stoves, cartridge stoves, etc.) outside the outdoor catering area. The food preparation area is only for pre-cooking preparations, and the use of open flames and cooking activities are strictly prohibited.

4. 電源：如有其它電力需求請借用單位提供電力配置圖，經館方工程單位確認後方可使用。

Power Supply: If there are additional power requirements, the Tenant must provide a power configuration diagram for approval by the Center's Engineering Team in advance.

5. 水源：2Kgs/cm²。

Water Supply: 2Kgs/cm².

6. 門禁管制：除館方事先同意之情形外，進出貨時間須配合館方停車場營業時間，另外借用單位或協力單位工作人員及貨品進出皆應使用專用貨梯，不得使用客梯或手扶梯。



Access Control: Except with prior approval from the Center, entry and exit of deliveries of goods must align with the operating hours of the venue's parking facility. Additionally, staff and goods entering or exiting, whether from the Tenant or its collaborators, must use dedicated freight elevators and are prohibited from using passenger elevators or escalators.

7. 借用單位不得造成消防警報探測誤動作之狀況發生，亦不得任意抑制或阻礙消防設備之功能。The Tenant must prevent situations that may cause false alarms in the fire detection system and must not suppress or obstruct the functioning of fire equipment.

8. 設備、器具等擺設或放置，不得阻礙通行或造成安全疑慮，不得存放在本標的物以外區域，如公共區域、消防通道或各式鐵捲門（特別是防火區劃鐵捲門）下方、安全門周邊、逃生梯等，亦不得於本標的物內存放易燃物、具危險性或非法物品，一經發現，館方得逕自移除，並由借用單位負擔清運費。

Equipment and utensils etc. must not obstruct passages or cause safety concerns. They must not be stored outside the designated area, such as in public areas, fire exits, or beneath roller shutters (especially those delineating fire zones), around safety doors, emergency stairs, etc. Flammable, hazardous, or illegal items are also prohibited from being stored within the said area. The Center reserves the right to remove them immediately, with the Tenant responsible for covering all incurred costs.

9. 借用區域現有電箱、消防設備、電源及館方建置設備等開關或接頭，禁止遮蔽、移動，並保留適當通道確保工作人員可進出操作該設備開關。

The existing power boxes, fire equipment, power sources, and switches or sockets installed by the Center in the rented area must not be covered or moved. Pathways must be kept available to ensure that personnel can access and operate these equipment and switches.

10. 於外燴區使用烹飪設備（瓦斯爐、快速爐、油鍋等）需自行用紅磚或空心磚墊高（離地高度至少 5cm），避免直接接觸地面，如造成地磚或地面損壞需照價賠償。

In the outdoor catering area, the use of cooking equipment (gas stoves, rapid stoves, fryers, etc.) must be elevated with red bricks or hollow bricks (to a height of at least 5 cm from the ground) to avoid direct contact with the ground. Any damage caused to the floor tiles or ground must be compensated accordingly.



11. 使用瓦斯爐、快速爐、油鍋等任何烹飪設備時，工作人員應留守，請勿離開現場，並注意用火安全。

When using gas stoves, high-speed stoves, oil pots, or any cooking equipment, personnel should remain on site and refrain from leaving any of these unattended. Please pay attention to fire safety.

12. 使用瓦斯煩知：請勿使用不符合標準的氣瓶，嚴禁私自拆修角閥或減壓閥；請勿倒灌鋼瓶，嚴禁將鋼瓶臥放使用；請勿在漏氣時使用任何明火和電器，嚴禁傾倒殘液；請勿將氣瓶靠近火源、熱源，嚴禁用火、蒸氣、熱水對氣瓶加溫。

Gas stove precautions: Do not use gas cylinders that do not meet the standards. Tampering with or altering angle valves or pressure reducers is strictly prohibited. Refrain from upside-down refilling of steel cylinders and using steel cylinders in horizontal position. Do not use any open flames or electrical appliances when there is a gas leak, and pouring out residual liquid is strictly prohibited. Keep gas cylinders away from sources of fire or heat, and gas cylinders must not be heated with fire, steam, or hot water.

13. 借用單位應於送菜動線與廚餘區鋪設地毯及牆面保護，並於活動結束後清除乾淨，若借用單位未能立即清除，館方得僱工清理，所衍生之費用均由借用單位負擔，如因運卸貨物、食材或提供服務等過程致使外燴區使用範圍及其以外公共區域地面、牆面、裝潢等留有汙漬損壞需照價賠償。

The Tenant should lay carpets and wall protection along the delivery route and kitchen waste area and clean them thoroughly after the event ends. If the tenant fails to clean promptly, the Center may hire cleaning staff for the task and all incurred expenses shall be borne by the Tenant. If the ground, walls, or decorations in the outdoor cooking area and other public areas are stained or damaged due to the transportation, unloading of goods, ingredients, or other processes, the rectification costs shall be borne by the Tenant.

14. 請盡量避免於 22:00-08:00 至外燴區作業。

Avoid operating in the outdoor cooking area between 22:00 and 08:00.

15. 免責聲明：館方僅提供外燴區使用空間，本場地僅適合食品加熱處理之烹調作業，活動所提供餐飲相關責任由借用單位負責，並應符合食品衛生管理法等相關法規之規定，如因借用單位(或



其協力廠商)提供之食品及服務致館方或第三人受損害或引發糾紛時，須負責處理全部損害賠償責任 (借用單位應慎選合作協力廠商及負擔各種可能發生事件之責任)。

Disclaimer: The Center is only responsible for providing an area for outdoor catering. The site is only suitable for cooking operations involving food heating. The Tenant is solely responsible for the catering-related services provided during the event, and must comply with relevant regulations such as the Act Governing Food Safety and Sanitation. In the event that damages or disputes arise due to the food and services provided by the Tenant (or its collaborators), the Tenant is fully responsible for all compensation and liabilities (the Tenant should select its collaborators carefully and bear responsibility for any potential accidents).



【附件 15.1】大臺南會展中心外燴炊事區借用申請表暨切結書 Appendix 15-1: ICC Tainan Outdoor Catering Area - Rental Application and Declaration Form

本借用單位於____年____月____日至____年____月____日，使用_____炊事區，辦理
_____活動，特委任_____辦理炊事相關
作業，本借用單位願負監督之責，倘若有任何意外事故發生或因炊事作業發生火災，而造成會展中
心設施損害或人員傷亡，本單位同意自行負責所有損害賠償及法律責任，與貴公司無涉。

The Tenant hereby agrees to supervise the cooking operations contracted to
_____ (Contractor's Name)
from _____ (Start Date) to _____ (End Date) for _____ (Event's Name)
held at _____ (Cooking Area). In the event of any accidents or fire
incidents occurring during the cooking operations resulting in damage to the convention
and exhibition center facilities or injury/death to individuals, the Tenant will assume full
responsibility for all damages and legal liabilities, absolving ICC Tainan of any responsibility.

此 致

大臺南會展股份有限公司

Recipients:

ICC TAINAN Co., Ltd.



借用單位

(Tenant)

(印鑑章) (seal)

負責人

(Person in Charge)

(印鑑章) (seal)

營業地址

(Business Address)

聯絡人

電話

(Contact Person)

(Phone)

受託單位

(Contractor)

(印鑑章) (seal)

負責人

(Person in Charge)

(印鑑章) (seal)

營業地址

(Business Address)

聯絡人

電話

(Contact Person)

(Phone)

中 華 民 國 年 月 日 Date:_____



【附件 16】主辦單位投保公共意外責任險證明表 Appendix 16: Public Liability Insurance by Organizers - Proof of Purchase

111.07.01 修訂

Last updated in July 2022

為防範意外，本單位於____年____月____日至____年____月____日，假大臺南會展中心
____（展覽棟）舉辦之____活動/會議，
已辦妥公共意外責任險。檢附投保公共意外責任險之保單副本（如附件），敬請備查。

To provide protection in the event of accidents, our Company has secured public liability insurance coverage for the event/meeting held at ICC Tainan ____ (Exhibition Hall) from ____ (Start date) to ____ (End date). Please find enclosed a copy of the public liability insurance policy for your reference.

此 致

大臺南會展股份有限公司

Recipients:

ICC TAINAN Co., Ltd.

借用單位

(Tenant)

(印鑑章)(seal)

負責人

(Person in Charge)

(印鑑章)(seal)

聯絡人

電話

(Contact Person)

(Phone)

中 華 民 國 年 月 日 Date: _____



註：以上資料僅供本公司民國 111 年至 120 年透過電話、郵件等通訊方式與提供資料之個人聯繫接洽用。提供資料之個人可就其個人資料：

Note: The above information is only for communication via telephone, mail, or other means with individuals who provided the said information from 2022 to 2031. Individuals who provided this information may:

1. 查詢或請求閱覽。

Inquire or request for access.

2. 請求製給複製本。

Request for copies to be made.

3. 請求補充或更正。

Request for supplementation or correction.

4. 請求停止蒐集、處理或利用。

Request for cessation of collection, processing, or utilization.

5. 請求刪除。

Request for deletion.

如欲行使以上權利，請洽本會展中心負責該活動之客戶成功承辦人。

To exercise the above rights, please contact the Customer Success personnel responsible for this event at ICC Tainan.

※填妥後最遲須於進場前 30 天送交本會展中心客戶成功部。

※ Completed forms must be submitted to the Customer Success Department of ICC Tainan at least 30 days before move-in.



【附件 17】大臺南會展中心展場桁架吊掛設備施工須知 Appendix 17: ICC Tainan Rigging Equipment in Exhibition Area - Guidelines

112 年 2 月 制定

Last updated in February 2023

一、源起(Introduction)

大臺南會展中心(以下簡稱本中心)為多功能場域，展覽棟全區備有吊點吊掛設備，提供演唱會、藝文活動、展覽展示物與音響特效設備等各式桁架與懸掛需求，為指導借用單位與施作廠商借用本公司展覽棟舉辦展覽、會議與活動等其間對形象物或設備的吊掛作業安全，特訂定本須知通告於本中心執行吊點懸吊之施工規範與注意事項，並兼顧維護本中心建築結構安定與實踐公共安全需要。

ICC Tainan (hereinafter referred to as "the Center") is a multi-functional venue. The exhibition hall is fully equipped with rigging points, applicable for various needs of concerts, cultural activities, exhibitions, and equipment of special sound effects. To provide guidelines for tenants and contractors regarding the use of the exhibition hall for exhibitions, conferences, and activities, and to ensure the safety of rigging operations for displays or equipment, this Guidelines is specially developed to state the construction specifications and precautions for hanging signs in the Center, while also considering the maintenance of the structural stability of the Center and public safety needs.

二、申請辦法說明(Application Guidelines)

2.1 借用單位於單一租借檔期期間，最低必須申請 4 個點位(含)以上方可進行吊點租借。

During any given rental period, if the Tenant would like to use rigging points, a minimum of 4 rigging points (inclusive) must be rented.

2.2 本中心展場提供 80 個吊點點位，僅提供借用單位申請使用，借用吊點範圍依租用面積垂直投影範圍內為限。

The exhibition hall of the Center has 80 rigging points, available for application by tenants only. The rented area is limited to the vertical projection range within the rented rigging points.



2.3 於施工前 30 日由借用單位向本公司繳交「【附件 17.1】大臺南會展中心展場吊點租用申請表」、「【附件 17.2】大臺南會展中心展場桁架吊點載重表」、「【附件 17.3】大臺南會展中心展場吊點掛設作業施工安全切結書」。

The Tenant shall submit "Appendix 17.1: ICC Tainan Rigging Points in Exhibition Area - Rental Application," "Appendix 17.2: ICC Tainan Load Capacity Table of Rigging Points in Exhibition Area," and "Appendix 17.3: ICC Tainan Rigging Operations in Exhibition Area - Safety Declaration Form" to the Company 30 days prior to the commencement of construction.

2.4 每單一吊點吊掛重量上限為 500 公斤，單一吊點申請懸掛重量如逾前述上限，本公司將不予受理，綜合吊點重量分配上限依建築結構與施工圖另行溝通。非經本公司同意不得任意改變吊掛位置、重量、器材分佈。舞台燈光音響、視訊設備或其他特殊吊掛需求，需專案提出申請，經許可後由本公司指定合約商施工。

The maximum weight limit for each rigging point is 500 kilograms. Any application for a single rigging point exceeding this limit will not be accepted. The overall weight distribution limit for rigging points will be communicated separately based on the building structure and construction plans. Changes to rigging position, weight, or equipment distribution are not permitted without prior approval from the Company. Special requests for rigging stage lighting, audiovisual equipment, or other purposes must be submitted as a separate application and approved by the Company before being implemented by designated contractors.

2.5 大臺南會展中心所訂定之吊點租用申請表及其附件與借用單位繳交之施工圖、結構體須符合主管機關現行建築、消防與勞工安全等一切相關法令規定及施工相關規範。

The rigging point rental application form and its attachments established by ICC Tainan, along with the construction drawings and structural details submitted by the Tenant, must comply with all relevant laws and regulations pertaining to building, fire safety, and occupational safety and health, as well as construction-related standards set forth by the authority.



2.6 製作與吊掛設備、展示物之廠商應確認吊掛物連接結構、本體與相關部件，避免懸吊作業中掉落、脫離或移動，並負擔本公司設施、設備與操作人員安全不受損害之責任，如有造成損害者，應負責對本公司及受損害之第三人進行賠償。

The manufacturer responsible for producing and rigging equipment and exhibits must ensure the integrity of the suspension structure, body, and related components to prevent dropping, detachment, or movement during suspension. They are also liable for ensuring the safety of ICC Tainan's facilities, equipment, and operating personnel. In case of any damage, they shall be responsible for compensating ICC Tainan and any third party affected by the damage.

2.7 借用單位保證於活動結束後拆除所有吊掛之物品或設備，借用期間應確實遵守本公司各項管理規定，並依政府勞工安全衛生法令，採取必要防護措施(特別加強預防火災與爆炸、防止高物掉落、預防電器災害之發生)。如因設計、組裝或拆除不當等致發生任何財物損失、人員傷亡或其他意外事故，借用單位除自負一切法律責任及賠償責任外，並保證使本公司免於受到因此而所衍生之任何民事、刑事追訴，並應賠償本公司因此所遭受之一切損害，包括但不限於訴訟費、律師費及所負擔之賠償金。

The Tenant undertakes to dismantle all suspended items or equipment after the event. During the rental period, they must strictly comply with ICC Tainan's regulations and adhere to the Occupational Safety and Health Act, implementing necessary safety measures (especially focusing on preventing fire and explosion, falling objects, and electrical accidents). Any property damage, casualties, or other accidents resulting from improper design, assembly, or dismantling shall be the client's sole responsibility. In addition to bearing all legal and compensation responsibilities, the Tenant undertakes to indemnify ICC Tainan against any civil or criminal prosecution arising therefrom. The client shall compensate ICC Tainan for all damages suffered, including but not limited to litigation costs, attorney fees, and compensation payments.

2.8 每一懸掛單位懸吊之物品高度不得超過 10 公尺，且吊掛物品或設備寬度不得逾越申請範圍之垂直投影面積，違反者將依「大臺南會展中心場地借用管理辦法」針對超出部分收取使用場地費用與衍生罰款。

Each suspended item shall not exceed a height of 10 meters, and the width of suspended items or equipment shall not exceed the vertical projection area of the applied range.



Violators will be subject to additional fees and penalties for the excess portion in accordance with the "ICC Tainan Regulations for Venue Rental."

三、借用單位施工規範(Construction Regulations for Tenants)

3.1 申請人應自聘結構技師完成結構計算簽證，並於施工前 30 日向本公司繳交「【附件 17.1】大臺南會展中心展場吊點租用申請表」、「【附件 17.2】大臺南會展中心展場桁架吊點載重表」、「【附件 17.3】大臺南會展中心展場吊點掛設作業施工安全切結書」及施工圖說等，經本公司審查許可及完成繳費後委由本公司指定合約商懸吊施工。

The applicant must engage a structural engineer to complete the structural calculations and certification. 30 days before construction commences. The applicant must submit "Appendix 17.1: ICC Tainan Rigging Points in Exhibition Area - Rental Application," "Appendix 17.2: ICC Tainan Load Capacity Table of Rigging Points in Exhibition Area," "Appendix 17.3: ICC Tainan Rigging Operations in Exhibition Area - Safety Declaration Form," and construction drawings to the company for review and approval. Upon approval and payment completion, the company will designate a contractor for the suspension installation work.

3.2 申請使用吊點之單位，本公司將依據許可之吊點位置，以外加桁架方式，配置鍊條吊車，供申請之參展公司使用，所有懸掛物品皆須吊掛於上述鍊條吊車之勾環下方，其他既有桁架結構、樑、柱與纜繩等一律不得使用。

The tenant applying to rent the rigging points will be provided with chain hoists attached to additional trusses by ICC Tainan. All suspended items must be hung below the hooks of the aforementioned chain hoists. Existing truss structures, beams, columns, and cables are strictly prohibited from being used for this purpose.

3.3 進行高空/高架作業前，借用單位之施工場所負責人應先檢查該項作業環境，並確實預防作業時可能發生之狀況，對施工人員進行工作環境及危害告知，細節請依「大臺南會展中心現場作業規範」、「大臺南會展中心施工廠商違反職業安全衛生法令裁罰項目」與「大臺南會展中心承攬廠商施工前標準作業規範」辦理。

Before conducting high-altitude/high-platform operations, the person in charge of the construction site of the tenant should inspect the work environment beforehand and take



precautions against potential hazards during the operation. They should also inform the construction workers of the working environment and hazards. For details, please refer to the "ICC Tainan Operational Regulations," "ICC TAINAN Penalty Items for Construction Contractors Violating Occupational Safety and Health Act," and "ICC TAINAN Pre-construction Regulations for Standard Operations of Contractors."

3.4 借用單位施工廠商僅得攜帶執行吊點施工作業必要之設備器具材料進出本展館，惟且物料及運送貨車進出場地本展館時，應按「大臺南會展中心現場作業規範」申請辦理。

Construction contractors of tenants are only permitted to bring in and out necessary equipment, tools, and materials for operations regarding the rigging points in the exhibition hall. For the entry and exit of materials and delivery trucks, the tenant should apply in accordance with the "ICC Tainan Operational Regulations."

3.5 施工單位吊掛作業若造成桁架、地面、牆面、柱面與吊掛設備等受損或塗裝脫落，借用人應於吊掛物品拆除後，立即修復至原有外觀及功能為止，若未依規定修復，本公司得請第三人逕行修復，所產生之維修費用得自借用單位抵押保證金扣除，若有不足借用單位仍須依損害賠償補足差額。

If the rigging operation by the contractor causes damage to the trusses, floor, walls, columns, and hanging equipment, or results in damages to the paint, the Tenant must immediately repair them to their original condition and functionality after removing the suspended items. Failure to repair as required may result in the Center engaging a third party for the repairs. The incurred costs will be deducted from the Tenant's deposit. If the deposit is insufficient, the Tenant must settle the additional costs.

四、保險(Insurance)

借用單位應自行投保公共意外險第三責任險及其他必要之保險。

The Tenant shall obtain public liability insurance, third-party liability insurance, and any other necessary insurance on their own.

五、收費標準、保證金與罰款(Fee Schedule, Deposits, and Penalties)



5.1 收費標準請參閱「附表 1. 吊點及吊桿收費標準」。

Please refer to "Table 1: Fee Schedule for Rigging Points and Rigging Bars."

5.2 撤銷 (或變更) : 需於進場首日 10 天前(例：5/30 為主辦單位裝潢進場首日，則應於 5/20 18:00 前)以書面提出，已繳費用之 80%將予退還。逾期提出者將不予接受變更或退費。

Cancellation (or modification): Requests for cancellation or modification must be submitted in writing at least 10 days before the first day of move-in (for example, if the Organizer's move-in begins on May 30, the documents should be submitted by 18:00 on May 20). 80% of the paid fees will be refunded. Requests submitted after the deadline will not be accepted for modification or refund.

5.3 逾期申請(Late Application) :

(1) 進場首日前 14~21 天完成申請作業(例：5/30 為裝潢進場首日，則應於 5/9~5/16 18:00 前)，須加付 20%逾期申請費。

For applications submitted 14 to 21 days before the first day of move-in (for example, if move-in begins on May 30, the application is submitted between May 9 and May 16 by 18:00), a late application fee of 20% will be charged.

(2) 進場首日前 1~13 個工作天完成申請(例：5/30 為裝潢進場首日，則應於 5/16~5/29 18:00 前)，須加付 30%逾期申請費。

For applications submitted 1 to 13 days before the first day of move-in (for example, if move-in begins on May 30, the application is submitted between May 16 and May 29 by 18:00), a late application fee of 30% will be charged.

5.4 現場取消：吊點已施工完成，要求取消原申請設施，本公司僅撤除原申請點位，但不予退費。

On-Site Cancellation: If the rigging operation has already been completed and a cancellation is requested, the Company will only cancel the application but will not issue a refund.

5.5 現場追加：進場當日新申請吊點，除須收取原訂之施工費以外，另加計 50%的追加施工費。



On-site Addition: For additional requests made on the day of move-in, in addition to **the scheduled installation fee, an additional 50% of the installation fee will be charged.**

5.6 現場變更：吊點已施工完成，要求變更吊點，本公司視同現場取消後，再行現場追加方式處理，原申請設備不予退費，**新申請以該項裝配工程費用 150%計收。**

On-site Modification: If the rigging operation has already been completed and a modification is requested, the Company will handle it as an on-site cancellation followed by an on-site addition. There will be no refund for the original application, and **the new request will be charged at 150% of the scheduled fee.**

5.7 受理申請截止日為展覽、會議或活動進場施工前 10 日截止。

The deadline for submitting applications is 10 days before the first day of construction for the exhibition, conference, or event.

5.8 借用單位於原定申請之工作時間外，因借用單位作業延誤本公司指定時間進行懸吊鍊條收置作業，本公司將依實際完工時間計收工程師與工作人員加班費每小時新臺幣 600 元整。

If operational delays occur due to the Tenant's rigging setup resulting in working hours outside of the original schedule, ICC Tainan will charge overtime fees for engineers and staff at a rate of NT\$600 per hour per person based on the actual completion time.

5.9 申請吊點須繳交每單一吊點之保證金新台幣 10,000 元整，由本公司收取，該保證金於展覽結束場地撤場返還作業點交無誤後，方可辦理保證金退費。

Applicants for rigging setup are required to submit a deposit of NT\$10,000 per rigging point to ICC Tainan. The deposit will be refunded upon the completion of the exhibition and confirming that rigging points are in good condition.



附表 1. 吊點及吊桿收費標準

Table 1: Fee Schedule for Rigging Points and Rigging Bars

項次 No.	申請項目 Application Items		112 年 單價/新臺幣：元(稅外加) 2024 Unit Price in NTD (excluding tax)
1.	吊點審查圖面套繪費(Rigging Points Review Drawing - Drawing Fee)		3,000 元/每件 NT\$3,000 per item.
2.	吊點施作費用 (Rigging Point Setup Fee)	4 個點位(最低申請數量) 4 points (minimum quantity)	24,000 元/每點 NTD 24,000 per point.
		第 5 個點位(含)以上 5 points (including the 5th point) or more	20,000 元/每點 NTD 20,000 per point.
以上報價僅含配合進撤場完成吊點作業一次，若需配合活動期間升降作業，需另收工程師費用。 The above quotation only includes one-time assistance for rigging point operations during setup and dismantling respectively. If additional assistance is required for operations during the event, engineer fees will be charged separately.			

範例：吊點 8 個點位計價方式：4 個點位(最低申請)×24,000+4 個點位(第 5(含)點以上)×20,000=176,000(未稅)
 Example: Pricing for 8 rigging points: 4 points (minimum) × 24,000 + 4 points (5th point and above) × 20,000 = 176,000 (excluding tax).

※以上報價為一個展期 7 天為週期計價，若超過則依實際使用週期報價，未足一週期以一週期計算。

※The above quotation is based on a 7-day exhibition cycle. If usage exceeds 7 days, pricing will be based on the actual usage period. For periods less than a full cycle, it will be calculated as one cycle.

※本定價表有效期間自 113 年 1 月 1 日起至 113 年 12 月 31 日止。

※ This fee schedule is valid from January 1, 2024 to December 31, 2024.

※本規範自發布日起施行，如有未盡事宜，本公司另行修訂發布之。

※ These regulations will be effective from the date of publication. In the event of any omissions, further revisions will be issued separately.



【附件 17.1】大臺南會展中心展場吊點租用申請表 Appendix 17.1: ICC Tainan Rigging Points in Exhibition Area - Rental Application

展覽或活動名稱 (Exhibition or Event Name)		
租用時間 (Rental Period)	自(From)_____年(Year)_____月(Month)_____日(Day)_____時(Time) 至(to)_____年(Year)_____月(Month)_____日(Day)_____時(Time)	
吊點進場日期 (Date of Rigging Point Move-in)	自(From)_____年(Year)_____月(Month)_____日(Day)_____時(Time) 至(to)_____年(Year)_____月(Month)_____日(Day)_____時(Time)	
吊點撤場日期 (Date of Rigging Point Move-out)	自(From)_____年(Year)_____月(Month)_____日(Day)_____時(Time) 至(to)_____年(Year)_____月(Month)_____日(Day)_____時(Time)	
懸掛物品 (Items to be rigged)		
擬租用之吊點 (Proposed Rigging Points)	東展區 East Exhibition Area	
	西展區 West Exhibition Area	
備註(Remarks) :	請逐一填寫欲申請使用之吊點編號，編號請詳閱「吊點點位圖」 Please fill in the desired rigging point numbers one by one according to the "Rigging Point Layout Plan" for the specific numbers.	

本公司假大臺南會展中心舉辦之_____ (活動名稱)，因活動需要，擬租用 ☐ 東 ☐ 西展場桁架吊點，合計_____處吊點。

Our company will hold _____ (Event Name) at ICC Tainan. For the event's needs, a total of _____ rigging points in the ☐ East / ☐ West Exhibition Halls are required.



□本人已詳讀「【附件 17】大臺南會展中心展場桁架吊掛設備施工須知」，並承諾將確實遵守上述之規範。
I have thoroughly read the "Appendix 17: ICC Tainan Rigging Equipment in Exhibition Area - Guidelines" and will comply with the above regulations.

此 致 Recipient:

大臺南會展中心指定合約商 (嘉登會展管理顧問有限公司台南分公司)

ICC Tainan Designated contractor (GIS MANAGEMENT CO., LTD. Tainan Branch)

借用單位

(Tenant)

(印鑑章)(seal)

負責人

(Person in Charge)

(印鑑章)(seal)

地址

(Address)

電話

(Phone)

傳真

(Fax)

聯絡人

(Contact Person)

電話

(Phone)

E-mail

中 華 民 國 年 月 日 Date: _____

※本申請表請於進場前 30 天送至大臺南會展股份有限公司。

This application form should be submitted to ICC TAINAN Co., Ltd. 30 days before the move-in date.



【附件 17.2】大臺南會展中心展場桁架吊點載重表 Appendix 17.2: ICC Tainan Load Capacity Table of Rigging Points in Exhibition Area

請檢附結構技師簽證圖說，並依據結構計算書上之數據重量詳實填寫，如有發現書寫不實或吊掛物載重點實測重量超過申請表單者，本公司有權拒絕申請。

Please attach the structural engineer's certified drawings and provide detailed weights based on the data in the structural calculation. If discrepancies or inaccuracies are found in the documentation or if the actual weight of the suspended load exceeds that stated in the application form, the Company reserves the right to reject the application.

活動/展覽名稱 (Event or Exhibition Name)		租用單位 (Tenant)	
攤位編號 (Booth number)		填表人 (Applicant)	連絡電話 (Contact number)

項次 No.	吊點編號 (Rigging point number)	吊點荷重 (Load capacity)	備註說明 (Remarks)
1			
2			
3			
4			
5			
6			
7			
8			



9			
10			
11			
12			
13			
14			
15			

※本申請表請於進場前 30 天送至大臺南會展股份有限公司。

This application form should be submitted to ICC TAINAN Co., Ltd. 30 days before the move-in date.



【附件 17.3】大臺南會展中心展場吊點掛設作業施工安全切結書 Appendix 17.3: ICC Tainan Rigging Operations in Exhibition Area - Safety Declaration Form

本公司於____年____月____日至____年____月____日期間假大臺南會展中心____區域
承攬因____(活動名稱)展會活動需求之吊點掛設作業。

Our company will undertake the rigging point operations at ICC Tainan from _____
(Start date) to _____(End date) for _____(Event name) due to event
needs.

本公司已確實瞭解施工場所技術作業規範與安全衛生要求事項，在施工期間願依政府職業安全衛生法、大臺南會展中心現場作業規範及其他法令規定之要求作業，若有再承攬情形，將轉告再承攬人應注意及遵守上述相關法令及規定。本公司於施工期間內願意約束所有作業人員嚴格遵守安全規範，並負督管之責，如有任何疏忽致發生職業災害或其他意外事故時，本公司願負一切法律責任與賠償事宜，與貴中心無涉。另施工期間本公司對貴中心之設施或器材若有損壞，亦願照價賠償或無償修復。

The undersigned acknowledges full understanding of the technical operational standards and safety requirements at the construction site. During the construction period, we are willing to operate in accordance with the Occupational Safety and Health Act, ICC Tainan Operational Regulations, and other legal requirements. In the event of subcontracting, the subcontractor will be informed to adhere to the aforementioned laws and regulations. During the construction period, our company is willing to bind all personnel to strictly adhere to safety regulations and assume supervisory responsibilities. In the event of any negligence leading to occupational accidents or other unforeseen incidents, our company will take full legal responsibility for all liabilities and compensation matters, without involvement from the Center. Additionally, if there is any damage to the facilities or equipment of the Center during the construction period, we are willing to compensate at market value or undertake repairs without charge.



安全注意事項提醒(Safety reminders)：

1. 作業前已對施工人員完成作業規定與安全宣導，並備妥充足安全帶與設置其他安全裝備。
Before starting work, all construction personnel have been briefed on the work regulations and safety measures, and have adequate safety belts and other safety equipment in place.
2. 施工現場（立體作業區）將加設圍籬或警告標示，確保作業區安全無虞。
The construction site (including elevated work areas) will be fenced off or marked with warning signs to ensure the safety of the work area.
3. 施工人員須佩帶必要之安全防護（防墜）裝備並完成檢查，且不得抽菸、飲酒及單獨作業。
Construction personnel must wear necessary safety harnesses and complete inspections, and must not smoke, drink alcohol, or work alone.
4. 施工架及高空作業車須於作業前完成檢查，確認設備可正常操作使用。
Construction scaffolding and aerial work vehicles must undergo inspection before operation to ensure that the equipment can be used safely.
5. 現場安全督管人員應全程在場負責監督指揮工作，並禁止無關人員進入作業區。
The on-site safety supervisor must be present throughout the process to supervise and direct work and must prevent unrelated personnel from entering the work area.
6. 施工現場若發現作業人員身體不適或作業危險之虞時，應立即禁止各項吊掛工作。
If any construction personnel feel unwell or if there is a risk of danger at the worksite, all lifting work should be immediately halted.
7. 作業場所安全要求事項未盡之餘，得依政府職業安全衛生法及其他法令規定之要求為主。
If there are any safety requirements not covered here, they shall be governed by the Occupational Safety and Health Act and other relevant regulations as required by law.



此 致

大臺南會展股份有限公司

Recipients:

ICC TAINAN Co., Ltd.

借用單位

(Tenant)

(印鑑章)(seal)

負責人

(Person in Charge)

(印鑑章)(seal)

現場安全督管人

(On-site Safety Supervisor)

(簽章) (Signature)

電話

(Phone)

中 華 民 國 年 月 日 Date: _____

※本申請表請於進場前 30 天送至大臺南會展股份有限公司。

This application form must be submitted to ICC TAINAN Co., Ltd. 30 days before move-in.



貿易之島 世界臺南