

Kaohsiung Exhibition Center (KEC) Conference Rooms Quotation

Company Name : WordCamp Taiwan

Tax Code : GOSUP Inc. 53216009

Project : WordCamp Taiwan 2025

Room No. : 304a, 304b

Contact : Bruce Lee **Tel :** 0918-956200

Email Address : supergud3@gmail.com

Date: 2025/8/8

Room No.	Date	Time	Function	Price/Period	Unit Price	Amount (NTD)
304a	2025/11/7(Fri)	15:00-17:00	Move-in	\$36,000	0.5	\$18,000
	2025/11/8(Sat)	08:00-17:00	Meeting	\$69,000	2	\$138,000
304b	2025/11/7(Fri)	15:00-17:00	Move-in	\$36,000	0.5	\$18,000
	2025/11/8(Sat)	08:00-17:00	Meeting	\$69,000	2	\$138,000
SUBTOTAL (A)						\$312,000
Others	Date	Time	Function	Price/Period	Unit Price	Amount (NTD)
Cleaning fee	2025/11/7-11/08	08:00-17:00	Meeting	\$15,600	1	\$15,600
SUBTOTAL(B)						\$15,600
Total A+B						\$327,600
5%VAT						\$16,380
Grand TOTAL						\$343,980

Please note :

1. Minimum rental time of the conference room is four (4) hours (1 period). For use of the conference room that exceeds the time allocated by less than one (1) hour, the renter will be billed an additional charge equivalent to 25% of the rental rate per period for that day. Use exceeding two (2) hour, but less than four (4) hours (1 period), will be billed at 100% of the rental rate per period for that day and so on.

2. Use of conference rooms includes seating for the number of people corresponding to the capacity listed for each room. For additional seats requested for an event, an extra charge will be applicable. Basic conference facilities provided free of charge include:

- two (2) wireless microphone, one (1) podium, one (1) reception desk & two (2) chairs (tablecloth & table skirt included). An extra charge will apply for requested use of other conference facilities not listed above.
- Basic conference facilities will not be provided when the conference room is used for an exhibition.
- Soundproofing materials are used in all conference rooms;
- Floor plan must be submitted at the latest 15 days before construction begin for approval.

3. Aside from bottled water, all food & beverage may be provided only by the official caterer of KEC.

4. Air conditioning is not provided during move-in or move-out periods. An extra charge will apply if requested. An extra charge of NTD 8000 per hour will apply when requested.

5. Method of Payment :

(1) Down payment: 50% of total rental fee is payable at order confirmation. This payment should clear 10 days after the contract has been signed.

(2) Balance: 50% of total rental fee. The balance of the total amount fee should clear 60 days before the start of the lease date.

6.Liability for Damage: The renter shall be liable for damages if damage to the facilities or equipment of the Kaohsiung Exhibition Center is attributable to the renter (including employees and contractors) or the participants invited by the renter due to intent or negligence.

7. Liability Insurance: In order to prevent accidents. The renter must purchase public liability Insurance during conferences, exhibitions or activities (including entry and exit). The renter needs to fill in the "Certificate of Public Accident Liability Insurance" 30 days before the start of the lease date, and send it to the KEC with a copy of the insurance policy.

8. This quotation shall be deemed a formal contract once signed by both parties.

9. The "Kaohsiung Exhibition Center Venue Reservation Application Form," "Kaohsiung Exhibition Center Venue Usage Management Regulations," "Kaohsiung Exhibition Center 3rd Floor Conference Center Technical Operation Guidelines," and any related undertakings or declarations separately signed by the Company and the renting party in relation to the event shall be regarded as part of this quotation and have the same legal effect as the contract.

10. This quotation is effective 10 days from the date of quotation.



Kaohsiung Exhibition Center Corp.

Sales Representative : KATE

Tel : +886-7-2131188 Ext : 131

Renting party

In confirmation, please put company and personal official seals, or have the authorizer sign here.

Date: