

TWTC Trade Mart Showroom
Instructions to Fit-Out Work Service Provider

2020/09/29

1. In these Instructions, the showroom fit-out work (hereinafter the "Fit-Out Work") refer to the work relating to ceilings and internal partition walls secured to the structural framing of the building, cubicle partitions secured to the floor or partition cabinets, and other plain wall surface fit-out work.
2. All the Fit-Out Work shall be performed in compliance with the following requirements:
 - a. No obstruction shall be built, placed or added in the location of sprinkler nozzles or vertically placed within 45cm or horizontally placed within 30cm of the sprinkler nozzles.
 - b. No existing electrical equipment, sprinkler nozzles, ceilings, lighting, ventilation outlets and other existing facilities and functions in the showroom may be dismantled, relocated, obstructed or damaged.
 - c. No existing building, machinery/electrical, fire protection and HVAC equipment (Heating, Ventilating, and Air Conditioning) and functions in the common areas may be dismantled, relocated, occupied, obstructed or damaged.
 - d. No HVAC equipment or flashing lighting devices, except for exhibits, are allowed inside or outside the showroom.
 - e. During the Fit-Out Work, no work for which spray paints, oil paints, volatile solvents (such as super glue, thinner, and naphtha cleaning solvent) are used or soldering work may be allowed. All items involving such work shall be prepared outside the building before they may be moved inside the showroom to be put together.
 - f. No other electrical equipment may be connected to the power supply used exclusively by the ceiling lighting (277 volts) in the showroom.
 - g. The rated capacity for electrical equipment in each showroom of the building is 110 volts 20 amp. For safety reason, no wiring may go beyond a single showroom and there shall be no overloading.
 - h. One or two fire extinguishers shall be available at the work site.
 - i. In case a single Lessee occupies two or more adjacent showrooms and there is a need to dismantle the partition walls, the Lessee shall obtain the approval from Taiwan External Trade Development Council (hereinafter "TAITRA") and pay the fee to TAITRA with such work to be performed by TAITRA.
 - j. Except for noncombustible materials, all materials used in the Fit-Out Work shall be non-inflammable materials approved by the National Fire Agency, Ministry of the Interior and non-inflammable marks shall be shown on these materials in accordance with regulations.

3. To apply for the showroom Fit-Out Work, the following drawings and documents shall be submitted to TAITRA before the work may commence:
 - a. Undertaking by Showroom Fit-Out Service Provider (Attachment 1)
 - b. Interior Fit-Out Floor Plan/Elevation Plan (required for fit-out work that changes, adds/reduces, or partitions the showroom).
 - c. Wiring Diagram (required for fit-out work that changes, adds/reduces, or returns to original wiring).
 - d. Fire Retardant Certificate for Interior Fit-Out Materials. Proof of the use of fire retardant materials for the interior fit-out work (such as carpets, curtains, ceilings and partition walls, etc.) in accordance with laws and regulations.
4. If the temperature controller installed in the showroom needs to be relocated out of partitioning needs, the controller shall be relocated to a spacious room in order not to affect its normal functions. The relocated controller shall be returned to the status quo at the end of the tenancy.
5. During the work period, doors shall always remain closed and wastes shall be cleaned up and bagged to be removed out of the building on a daily basis. If the clean building environment is compromised in the process, the Lessee shall be responsible for relevant cleaning costs and compensation or have the administrative department of the building (TEL: 2725-5200 ext. 2215) to handle the matter at the cost of the Lessee.
6. Workers shall always wear a work badge or in their working outfit (no worker may go topless or barefooted or wear slippers/flip-flops, shorts or tank top). No worker is allowed to chew betel nuts, gamble, fight, drink alcohol, smoke, frolic, make noise, permit access by stranger or engage in any other illegal activities that may adversely affect the safety, tranquil environment, cleanness and sanitation of the building.
7. All work materials and furniture shall be transported on a wheelbarrow to avoid causing any damage to the existing facilities and floor carpet and tiles of the building.
8. At the end of a working day, workers shall turn off all power, shut the doors, and patrol the site to ensure everything is safe before leaving the premises.
9. For access to the building for overtime work, fit-out work or transportation of goods on regular holidays or during non-business hours in the evening. Please fill out the “Application for Fit-out Work/Overtime Work” (Attachment 2) and submit it to the Permanent Exhibition Section. For use of the cargo elevator during non-business hours, please fill out the “Application for Using Cargo Elevator during Non-business Hours” (Attachment 3), and request a cargo elevator magnetic card at the guard

office located at the main entrance on Xin-Yi Road. No transportation of goods or materials is allowed in the guest elevators, on the escalators or through the lobby. All goods and materials shall be transported to the unloading area on B2 floor of the building accessed through the east side of the building on Shi-Fu Road. After the goods and materials are unloaded in the designated area, they may be transported to the floor of the work site through the cargo elevator.

10. Cleaning or pouring of paint, cement paste and other wastes in the lavatory or break room, which may pollute or block the drainage pipes, is strictly prohibited. To clean paint utensils (such as brushes and buckets), please go to the lavatories with mob sink numbered as #231 (south eastern corner, 2nd floor), #245 (Area B, 2nd floor), #335 (Area F, 3rd floor), #346 (Area B, 3rd floor), #401 (Area B, 4th floor), #418 (Area F, 4th floor), #501 (Area B, 5th floor), #521 (Area E, 5th floor), #620 (Area F, 6th floor), #624 (Area A, 6th floor), #720 (Area F, 7th floor) and #725 (Area A, 7th floor).
11. Lessees shall be solely responsible for damages arising from accident that damages the building facilities and/or properties and interest of a third party or that causes injuries to the body or loss of life during the Fit-Out Work without concern to TAITRA. In the event of any loss to the building resulting therefrom, the Lessee shall also be liable for the damages.
12. For inquiries about the building, please call:
Leasing services: 2725-2469
24 hours emergency telephone number: 2725-1361
13. In the event of a Lessee's violation of any of the provisions under the Instructions, TAITRA may inform the Lessee of correction within a specified time limit, and may suspend the power supply and prohibit performance of the Fit-Out Work until the violation has been corrected to the extent no provisions under the Instructions are violated. If no correction is made within the prescribed period of time, TAITRA may handle the matter in accordance with Article 24 of the Show Room Leasing Agreement.
14. For matters not provided for herein, TAITRA may make an amendment at any time.