

**Taiwan External Trade Development Council
Taipei International Convention Center**

Letter of Undertaking for Posting Advertisements

_____(month) ____ (day), _____(year)

To: The Taiwan External Trade Development Council

We are contracted to carry out work from _____ to _____ for _____ [activities] to be held by _____ [company or organization] at the Taipei International Convention Center ("TICC") of the Taiwan External Trade Development Council ("TAITRA"). During the activities, we will post advertisements at _____ [places]. We are willing to present a letter of guarantee issued by the original manufacturer of the glue to guarantee that after the glued advertisements are removed, the spots where the advertisements used to be will not be marred by dust or leave any residual glue, nor will the original surface of the building structure (elevator doors) be damaged or partially or entirely chipped off resulting in impairment to facilities or personal safety. In case the installation or removal of any advertisements causes any personal injuries or death, property loss or damage to any of TICC's facilities or equipment, or affects the proceedings of other conferences during the activities, we are willing to be entirely legally responsible and liable for compensation, as well as indemnify the TAITRA for the court fee, attorney fee and other expenses and damage arising from any lawsuits against the TAITRA or the TAITRA's liability for compensation for the above-said damage or loss caused by us.

The Contractor (specimen seal):

The Responsible Person (specimen seal):

Uniform Taxation Code:

Address:

Name and Telephone No. of the Contact Person:

- ※ 1. If a decoration contractor is contracted to post advertisements and consents to be responsible for its subcontractor's posting advertisements, the contractor may issue this Letter of Undertaking; otherwise, the subcontractor is required to issue this Letter of Undertaking and pay NT\$100,000 as security deposit.
- ※ 2. Before postings advertisements, the contractor shall pay a security deposit of NT\$100,000 in cash or draw a non-negotiable demand check naming the Taipei International Convention Center the payee. The security deposit shall be paid and returned in accordance with Paragraph 3 of the Rules for Making Decorations for Exhibitions (Displays) at the Taipei International Convention Center of the Taiwan External Trade Development Council.