

Taiwan Tech Application for Outdoor Stall Setup

※This form is only for non-Taiwan-Tech (external) organizations and for vendors co-organizing activities with on-campus organizations

Application date: YYYY/MM/DD

Basic applicant information <input type="checkbox"/> Organized by an external organization <input type="checkbox"/> Co-organized with an on-campus organization		Vendor: Responsible individual: Address: Telephone:	
Vendor contact		Name: National ID number: Contact number: (Business) () _____ <div style="text-align: right;">(Cell) - - _____</div>	
Items on sale or display		<input type="checkbox"/> Food and drink: <input type="checkbox"/> Books <input type="checkbox"/> Everyday items <input type="checkbox"/> Electronics <input type="checkbox"/> Telecommunications services <input type="checkbox"/> Shopping mall membership cards <input type="checkbox"/> Stationery <input type="checkbox"/> Other:	
Stall location		<input type="checkbox"/> Quad outside the Student Center and the E1 Building <input type="checkbox"/> Other location approved by the university or other authorized personnel	
Number of stalls and duration		From YYYY/MM/DD to YYYY/MM/DD, a total of _____ days. Number of stalls: (please prepare your own marquee tents) In the event of rain, <input type="checkbox"/> cancel <input type="checkbox"/> postpone	
The following section must be completed by the General Services Division			
Stall setup fee		Total amount: NT\$ _____	
General Services Division Chief		Informed approval from the Accounting Office	Vice President for General Affairs
Review results <input type="checkbox"/> Approve <input type="checkbox"/> Reject, because:			

※ Please send the completed form by email to the Taiwan Tech point of contact or fax to 02-2737-6255.

Precautions:

1. The basic unit of an outdoor stall is 3 m × 3 m (external organizations must prepare their own marquee tents). Stalls are generally set up in the quad between the Taiwan Tech Student Center and the E1 Building; other locations must be approved by the university president or other authorized personnel.

2. Procedure for applying to set up an outdoor stall:
 - (1) Please fill out this form 1 week before setting up your stall and submit it to the General Services Division of the Taiwan Tech Office of General Affairs for review. After receiving approval from Taiwan Tech, 1 day before setting up your stall, please pay a cleaning fee to the Cashier Section of the Office of General Affairs; an overdue payment will be regarded as the forfeiture of the stall.
 - (2) For activities organized by Taiwan Tech organizations or student groups in conjunction with an external organization, the nature of the activity must be approved by the Office of Student Affairs, and the application must be submitted by the external organization in accordance with the preceding subparagraph.
3. Stall setup times and pricing standards:
 - (1) Stall setup is calculated by the day, from 08:00 to 22:00, which includes the time for setting up and dismantling the stall.
 - (2) Each stall applied for by the same applicant may not be set up for longer than 5 days; in the absence of applications from other organizations, the stall duration may be extended following these procedures.
 - (3) Taiwan Tech may disapprove stall setup during large-scale examinations or major events.
 - (4) The daily rate for a basic unit is NT \$1,000.
 - (5) If the applicant must withdraw their application, please initiate withdrawal procedures with the organization that handled the application no later than 3 days prior to the original setup date; if the applicant withdraws their application at a later time, any payment made will not be refunded.
4. Preference for outdoor stalls is given to activities organized by Taiwan Tech administrative organizations, teaching organizations, and student clubs. If an emergency situation or other event necessitates the repossession of the stall locations, Taiwan Tech will notify the applicant to withdraw the application and issue a full refund. The applicant may not object or seek compensation. The aforementioned notice will be given 1 week in advance if possible.
5. If an outdoor stall setup in Taiwan Tech meets any of the following circumstances, Taiwan Tech has the right to request its immediate cessation and to handle the matter in accordance with the law; any payment made will not be refunded, and the applicant may not object:
 - (1) The stall is in violation of government laws.
 - (2) The stall was set up without authorization from Taiwan Tech.
 - (3) The use of the stall does not match the purpose specified in the application.
 - (4) An external organization has set up the stall under the name of a Taiwan Tech organization or student club to avoid paying the stall setup fee.
 - (5) The stall has exceeded its approved scope of use or has been transferred to another user without permission.
 - (6) The stall interferes with the normal performance of official duties or campus peace and has received multiple warnings to no avail.
 - (7) The stall engages in activities related to an election campaign.
 - (8) The stall has been set up by individuals who engage in the intentional destruction of public property and facilities.
 - (9) The stall has been set up by individuals who set off fireworks, firecrackers, or other flammable materials, or who carry explosives or other dangerous materials.
 - (10) The stall raises safety concerns.
 - (11) The stall involves other unlawful behavior.
6. Payment
 - (1) Payment should be made to the General Services Division of the Office of General Affairs (located on the first floor of the AD building); a receipt will be issued immediately.
 - (2) A bank transfer in the name of the applicant organization may be made and a copy of the transfer receipt sent or faxed to the General Services Division with instructions regarding the recipient of the receipt, tax ID, receipt date (the default date is the date of payment), and whether to record the stall setup dates (the default is to record the dates).
 - (3) Bank transfer details are as follows: please remit the payment to account no. 17130050508 with the First Commercial Bank (Guting Branch), account name National Taiwan University of Science and Technology Special Account 402 (any transfer fees shall be borne by the applicant).
7. Other matters:
 - (1) The applicant organization is responsible for the safety of the activity personnel and maintaining venue cleanliness, and any waste produced by the activity must be removed by the applicant and may not be left for the school to dispose. The venue must be restored to its original state immediately after use. The applicant will be held liable for any damages to Taiwan Tech buildings and facilities.
 - (2) To ensure safety, please only use power sources designated by Taiwan Tech. Applicants must prepare their own extension cables and are prohibited from connecting multiple extension cables together or connecting to other Taiwan Tech power sources. If the applicant uses a power generator, cables connecting to the power generator may not interfere with traffic routes or pedestrian safety.
 - (3) Taiwan Tech organizations and student groups approved to set up temporary stalls by the Office of Student Affairs may apply to the Student Activity Division to borrow marquee tents; external organizations must prepare their own.
 - (4) Vehicles transporting equipment or items into and out of Taiwan Tech, before and after the event, must abide by Taiwan Tech Parking Management Regulations and park in the designated spot; violations will be handled according to the provisions of the preceding article.
 - (5) **Applicants setting up food and drink stalls must comply with the provisions of the Act Governing Food Safety and Sanitation and other relevant regulations and agree to be held responsible for the corresponding legal liabilities. Such applicants are required to sign a statement agreeing to these terms before their applications will be accepted.**