

## InnoVEX 2020 Booth Reduction Request Form

Modified May 20<sup>th</sup>, 2020

To : Taipei Computer Association

Regarding : We ( Company Name: \_\_\_\_\_ ) registered for InnoVEX 2020 which applied for \_\_\_\_\_ booths (  Stand  Shell Scheme  Raw Space ) , would like to submit a request for booth reduction. We understand and agree to the rules and regulations regarding the reduction of booths and the refund policies.

Reasons for reduction: ( **If this section is not answered, the requestor will be considered as not having completed their original application** )

Company Signature : \_\_\_\_\_ [If Applicable]

PIC Signature/Stamp : \_\_\_\_\_

Requestor :

Phone num. :

E-mail :

Request Date : \_\_\_\_\_ YYY \_\_\_\_\_ MMM \_\_\_\_\_ DD

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**【Request/Application Method】**

Fill in the application form, complete with signatures, scan it and send by email to [innovex@mail.computex.com.tw](mailto:innovex@mail.computex.com.tw)

**【Refund Policy】** The Refunded amount will depend on the receiving date of the form

- Up to July 14<sup>th</sup>, 2020: the excess booth fee to be refunded.
- After July 14<sup>th</sup>, the excess booth fee will not be refunded. The InnoVEX team will re-check with the applicant through e-mail. If the applicant fails to reply within the given time, the exhibitor is deemed as renounce the use of the excess booth.

