**InnoVEX 2024 Booth Reduction Form**

Sep. 8, 2023 Ver.

**【How to Apply】**

Please fill out this form with your official company stamp and the signature of representative, and send the color scanned file to the organizer’s service email (innovex@mail.computex.com.tw) before the deadline, with “InnoVEX 2024 Booth Reduction” as the subject of the email.

**【Content】**

To: Taipei Computer Association

Regarding: We（Company Name: ）registered for InnoVEX 2024, and originally applied for booths（□ Stand □ Shell Scheme □ Raw Space). Now we would like to submit a request for booth reduction and change the size to booths. We understand and agree to the relevant booth reduction and refund regulations and policies, and hereby submit a booth reduction request with this form.

Reasons for reduction: (If no reduction reason is provided, the requestor is deemed to have not completed the request procedures.)

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| --- | --- |
| Company Stamp:  (If Applicable) | PIC Signature: |
| Contact Person: | Phone: |
| E-mail: | |
| Request Date: (MM/DD/YYYY) | |
| 【Refund Policy】\* The refunded amount will depend on the date the organizer receives the form. | |
| * By March 1, 2024 (Included): The overpayment will be refunded. * After March 1, 2024: The overpayment will not be refunded. | |

Please fill in the form and send the scanned file by email to [innovex@mail.computex.com.tw](mailto:innovex@mail.computex.com.tw).