

臺北  
表演藝術  
中心

TAIPEI  
PERFORMING ARTS CENTER

# Tips For Online Registration

Registration : 12p.m., Tue., Mar. 12th, 2024 ~ 6p.m., Wed., Apr. 3rd, 2024

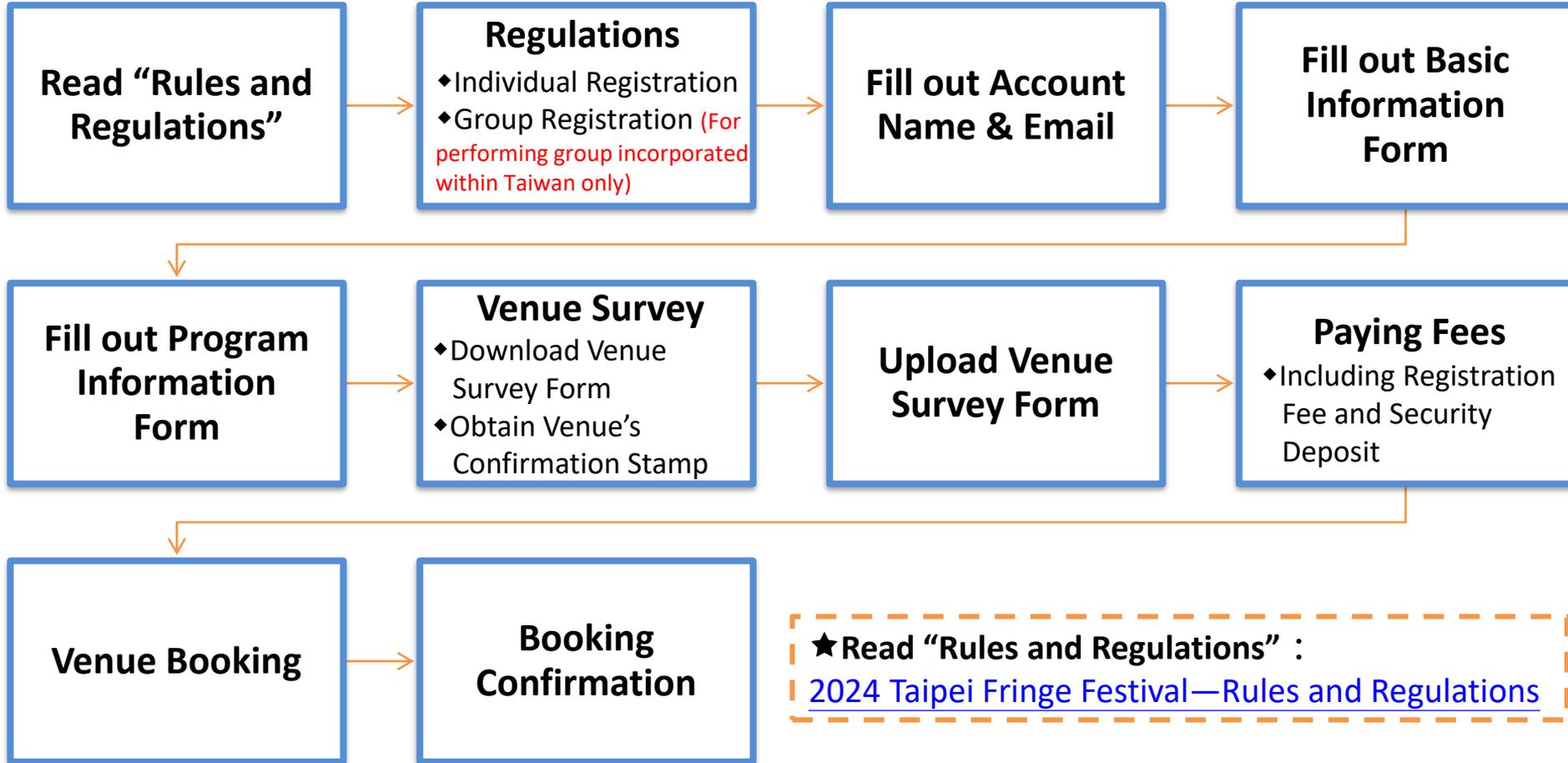
# Registration information

- Registration :  
12p.m., Tue., Mar. 12th, 2024 ~ 6p.m., Wed., Apr. 3rd, 2024
- Online Registration Only

**Registration Site :**

<http://tfflogin.tpac-taipei.org/>

# Registration Process



# Registration Process (1) : REGISTER

★If you are a group that participated in the 2022-2023 Taipei Fringe Festival, please use last year's account to login.



## Taipei Fringe Festival

[中文](#) [English](#)

★Please click **【REGISTER】** to complete the registration process.

Welcome to the 2024 Taipei Fringe Festival.  
Please click REGISTER to complete the registration process.

\*\* Individual or group who have registered for the Taipei Fringe Festival since 2022, please log in using your old accounts.  
If you have any questions, please contact:  
EMAIL: [tff@tpac-taipei.org](mailto:tff@tpac-taipei.org)  
TEL: 02-7756-3800 Ext. 1212, 1216

### Login

Account

Password

It's **【REGISTER】** 

Remember me

REGISTER

FORGOTTEN YOUR PASSWORD?

LOGIN

# Registration Process (1) : REGISTER

1. **“Group”** registrants must be incorporated within Taiwan.

2. **“Individual”** registrants can be either Taiwanese or foreign participants.

## Taipei Fringe Festival

中文 English

### Registration Instructions

Registration must be done online via [tfflogin.tpac-taipei.org](https://tfflogin.tpac-taipei.org) from noon, March 12, 2024, to 6 p.m., April 3, 2024. Please read through the [2024 Taipei Fringe Festival—Rules and Regulations](#) to obtain detailed information about the Festival.

Please download [Tips for Online Registration](#) to help your registration process.

\*\* Individual or group who have registered for the Taipei Fringe Festival since 2022, please log in using your old accounts.

TEL: 02-7756-3800 Ext. 1212, 1216

EMAIL: [tff@tpac-taipei.org](mailto:tff@tpac-taipei.org)

GROUP REGISTRATION

INDIVIDUAL REGISTRATION

# Registration Process (2) :

## Fill out Account Name & Email

### ★Group Registration★

#### 【Group Registration】

1. Please use 【Unified business number】 as your Account.
2. Enter your password.
3. Enter your email.

★ After submission of this form, you will receive a Confirmation Email with a link to validate your email address. Please complete this procedure to activate your account.

## Taipei Fringe Festival

中文 English

### Group Registration

Account type

Unified business number

Account

Email

Password

Confirm Password

PREV NEXT

# Registration Process (2) :

## Fill out Account Name & Email

### ★ Individual Registration★

#### 【 Individual Registration 】

1. Please use 【 Taiwan ID number / Taiwan ARC number/passport number 】 as your Account.
2. Enter your password.
3. Enter your email.

★ After submission of this form, you will receive a Confirmation Email with a link to validate your email address. Please complete this procedure to activate your account.

## Taipei Fringe Festival

中文 English

### Individual Registration

Account type

Taiwan ID number

Account

Email

Password

Confirm Password

PREV NEXT

# Registration Process (3) Confirmation

If you do not receive the verify email, please click **【RESEND】**.

Please open the **【Confirmation Email (this email may make as spam)】**, Click the verification link within the email.

## Taipei Fringe Festival

中文 English

LOG OUT

### Verify your email

Thank you for your registration. We have sent a verify email to you. Please verify your email account in order to proceed to the next step. If you do not receive the verify email, please click RESEND.

RESEND

### 臺北藝穗節 Taipei Fringe Festival

Hello!

Please click the button below to verify your email address.

Verify Email Address

If you did not create an account, no further action is required.

Regards,  
臺北藝穗節 Taipei Fringe Festival

If you're having trouble clicking the "Verify Email Address" button, copy and paste the URL below into your web browser: <https://tfflogin.tpac-taipei.org/verify-email/126/c71a44a9601f196d0980fc90f45617d078233dc9?expires=1647511163&signature=e142d85c91dbacc7d0ef03b674b7c274cc39f82a5db1ca4482abb2c40e52f74b>

# Registration Process (4) :

## Fill out Basic Information Form

In the process of filling out this page, you will be required to upload several digital documents. As such, **we recommend you first prepare the following:**

### 【Individual Registrants】

- (1) Digital scans of your ID / passport copy
- (2) Passbook digital version

### 【Group Registrants】

- (1) Digital scans of the Group Registration Certificate
- (2) Passbook digital version

# Registration Process (4) : Fill out Basic Information Form

Fill out 【Contact person Information】

Fill out your bank account information  
(used for returning deposits. Must be  
the same person as the registrant)

- (1) Bank Name\*
- (2) Branch\*
- (3) Bank Account Name\*
- (4) Upload Passbook Image\*  
(should display account number)\*

Contact person \*

Telephone numbers

Mobile phone numbers \*

Email 2

Postal code \*

Address \*

## Bank Account Information

Please fill in the registrant's bank account information for security deposit refunds.

Bank \*

Bank branch \*

Bank account name \*

Bank account \*

Passbook photo \*

CHOOSE FILE

Formats: JPG, PNG. Recommend resolution: W 860 px\*H 540 px

SAVE

# Registration Process (5)

## Fill out Program Information Form

Fill out your Performance Details:

1. Artist Name & Bio\*
2. Performance Title & Introduction\*
3. Cast list\*
4. Program category\*
5. Duration\*
6. Age Suitability\*
7. Program Language\*
8. Key Words\*
9. Note
10. Key vision

**The program information will not be able to be modified until the end of April. Please fill out the form carefully.**

\* Required Information

### REGISTRATION

1 Basic Information

2 Program Information

<p>Artist/Group name in Chinese *</p> <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/> <p style="font-size: 0.8em; color: red; margin-top: 5px;">Please fill out the above information accurately, once submitted it cannot be revised.</p> <p>Artist/Group bio in Chinese *</p> <input style="width: 95%; height: 45px; border: 1px solid #ccc;" type="text"/> <p style="font-size: 0.8em; margin-top: 5px;">Total input 0 words / min 50 words, max 100 words, including punctuation and spaces.</p> <p>Performance title in Chinese *</p> <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/> <p style="font-size: 0.8em; color: red; margin-top: 5px;">Please fill out the above information accurately, once submitted it cannot be revised.</p> <p>Performance introduction in Chinese *</p> <input style="width: 95%; height: 45px; border: 1px solid #ccc;" type="text"/> <p style="font-size: 0.8em; margin-top: 5px;">Total input 0 words / min 50 words, max 120 words, including punctuation and spaces.</p> <p>Cast list in Chinese *</p> <input style="width: 95%; height: 45px; border: 1px solid #ccc;" type="text"/> <p style="font-size: 0.8em; margin-top: 5px;">Total input 0 words, max 80 words, including punctuation and spaces.</p>	<p>Artist/Group name in English *</p> <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/> <p style="font-size: 0.8em; color: red; margin-top: 5px;">Please fill out the above information accurately, once submitted it cannot be revised.</p> <p>Artist/Group bio in English *</p> <input style="width: 95%; height: 45px; border: 1px solid #ccc;" type="text"/> <p style="font-size: 0.8em; margin-top: 5px;">Total input 0 characters / min 100 characters, max 200 characters, including punctuation and spaces.</p> <p>Performance title in English *</p> <input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/> <p style="font-size: 0.8em; color: red; margin-top: 5px;">Please fill out the above information accurately, once submitted it cannot be revised.</p> <p>Performance introduction in English *</p> <input style="width: 95%; height: 45px; border: 1px solid #ccc;" type="text"/> <p style="font-size: 0.8em; margin-top: 5px;">Total input 0 characters / min 100 characters, max 250 characters, including punctuation and spaces.</p> <p>Cast list in English *</p> <input style="width: 95%; height: 45px; border: 1px solid #ccc;" type="text"/> <p style="font-size: 0.8em; margin-top: 5px;">Total input 0 characters, max 160 characters, including punctuation and</p>
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# Registration Process (5)

## Fill out Program Information Form

Once the basic information and program information have been completed, the first part of registration is finished and you will receive a registration number.

**Please carefully save your registration number, you will need to enter it on all Venue Survey Forms!**

### Taipei Fringe Festival: Performer's Information Completed

Hello

Congratulations on completion of the Performer's Basic Information Form!

Your registration number is: 2024TFF0310002

Please carefully safeguard your registration number, hence force all returned forms (Venue Survey Forms) will require this number for record-keeping purposes.

To proceed to the next stage "Online Venue Booking", please promptly complete the following steps:

- Pay the registration fee and security deposit on the Artist's Area.
- Download the Venue Survey Form and proceed to on-site examination of desired venues. Having obtained the Venue's official stamp and signed the form yourself, you may upload the Venue Survey Form.

Once all registration information (including Payment and Venue Survey Form) is confirmed and verified by Taipei Fringe Festival, you will be notified by email with regards to the use of the Online Venue Booking System.

Thank you.

# Registration Process (6) : Explore Artist's Area

registration  
number

Artist's Area  
(2024TFF0216001)

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VENUES

PROGRAM

PAYMENT

ACCOUNT INFORMATION

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## News

2024臺北藝穗節 | 場勘時間總表 Venue Survey Schedule 場勘熱烈報名中 2024-02-23

2024臺北藝穗節場勘熱烈報名中 場勘皆採取預約制，請至少於場勘時間前一日做預約登記，如若臨時欲取消場勘，務必去電通知。另外至現場場勘前，請先於各場...

更多

# Registration Process (7) :

## Venue Survey

- Go to “Venue ” > “Venue info” Page
- Browse through each venue’s profile, consider venue layout and size, special characteristics, etc, when deciding if the space is **【best】** suited for your performance.
- Please make a reservation of a venue survey prior to visiting.

# Registration Process (7) : Venue Survey

Click to select a venue and view detailed information

**Artist's Area**  
2024TFF0216002)

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VENUES  
PROGRAM  
PAYMENT  
ACCOUNT INFORMATION

**Contact**  
02-7756-3800#1212  
1211

## Taipei Fringe Festival

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### Venue info

Taipei Performing Arts Center-Studio 5  
SHILIN DIST ARTISTIC SPACE  
VIEW VENUE

Taipei Performing Arts Center-Sky lounge  
SHILIN DIST ARTISTIC SPACE  
VIEW VENUE

Taipei Performing Arts Center-Taxi rank  
SHILIN DIST FEATURED SPACE  
VIEW VENUE

# Registration Process (7) : Venue Survey

**Artist's Area**

(2024TFF0216002)

- NEWS
- DOWNLOAD
- VENUES
- PROGRAM
- PAYMENT
- ACCOUNT INFORMATION

**Contact**

02-7756-3800#1212 / 1211

No. 1, Jiantan Rd., Shilin Dist., Taipei City 111081, Taiwan (R.O.C.)

tff@tpac-taipei.org

## Taipei Fringe Festival

VENUE info

**Venue-5F**

ZHONGSHAN DIST ARTISTIC SPACE

**Venue introduction**

This peculiar experimental venue is tucked away in the old Japanese section between Linsen North Road and Zhongshan North Road. Up until recently it was an old dilapidated hotel. Through a reconstruction and renovation project it was turned into a 5-story venue with basement. Events hosted include exhibitions, musical performances, film screenings, receptions, lectures and other multidisciplinary events. \*TFF will utilize the B1 and 5th floor exhibition as a performance space.





**Location**

Address: 5F, No.10, Ln. 107, Linsen N. Rd., Zhongshan Dist., Taipei City.

Phone: 02-2542-9692

Hyperlink: <http://www.venue.tw/>

VENUE BLUEPRINT

VENUE SURVEY FORM

- ★ Print venue survey form.
- ★ You must bring the venue survey form to get a Venue's Confirmation Stamp.

# Registration Process (7) :

## Upload Venue Survey Form

### Artist's Area

(2024TFF0216001)

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VENUES 

VENUE INFO

UPLOAD VENUE SURVEY FORM

VENUE BOOKING

BOOKING RECORD

BOOKING STATUS

PROGRAM 

PAYMENT 

ACCOUNT INFORMATION

# Taipei Fringe Festival

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## Upload Venue Survey Form

Place \*

Fashion Bangkok

Venue Survey Time \*

年 / 月 / 日 -- --:--

Upload Venue Survey Form \*

CHOOSE FILE

Formats: JPG, PNG. Recommend resolution: W 595 px\*H 842 px \*

SEND

★ Please scan and upload your stamped form to Artist Area.

# Registration Process (8)

## PAYMENT-Paying Fees

★ Click Paying fees.

★ Choose Payment Item.

★ Choose Payment Method.

★ Choose Uniform Invoice.

Artist's Area

24FF0216001

NEWS

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VENUES

PROGRAM

PAYMENT

**PAYING FEES**

PAYMENT RECORD

ACCOUNT INFORMATION

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Contact

02-7756-3800#1212-1211

No. 1, Jiantan Rd., Shilin Dist., Taipei City 111081, Taiwan (R.O.C.)

tff@tpac-taipei.org

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# Taipei Fringe Festival

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## Paying fees

Status

general

Account

Already Paid Items

Payment Item

Registration Fee 500  Security Deposit 3600  (Another) Security Deposit 3600

Amount : 4100

Payment Method

Credit Card  Remittance

Uniform Invoice

TFF Member Carrier

Mobile Barcode (8 characters start with /)

Tax ID Number

**SEND**

# Registration Process (8) : PAYMENT-Credit Card

## Notice:

If payment is made by credit card, the refund will be returned to the credit card used for the transaction, and the credit card refund handling fee will be the responsibility of the cardholder.

台新銀行
台新 網路

臺北表演藝術中心

訂單號碼  
Order No. 20230309-000020-IDUGwO

金額  
Amount NTS7,700

信用卡號  
Card No.

到期日  
Exp. date  月(Month)  年(Year)

卡片背面後三碼  
CVV2

認證碼  
Captcha  33333 更新(Renew)

確定付款 Press to pay

本系統交易已透過SSL加密認證，您的資料將被安全保護。  
Our transaction is encrypted and authorized by Security Sockets. Your information input is safety protected.

★ Please check the Status after paying.

Taipei Fringe Festival

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Payment record

Order No	Order time	Amount	Payment Method	Status	Function
20230310-000034-qDxVSL	2023-03-10 20:46:21	4100	Credit Card	Unpaid	<span style="border: 1px solid red; padding: 2px 5px;">PAYMENT ITEM LIST</span> <span style="border: 1px solid red; padding: 2px 5px; margin-left: 5px;">重新付款</span> <span style="border: 1px solid red; padding: 2px 5px; margin-left: 5px;">CANCEL</span>

# Registration Process (8) : PAYMENT-Remittance

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## Payment record

Order No	Order time	Amount	Payment Method	Status	Function
20230310-000034-qDxVSL	2023-03-10 20:46:21	4100	Remittance	Unpaid	<a href="#">PAYMENT ITEM LIST</a> <a href="#">UPLOAD PROOF OF PAYMENT</a> <a href="#">CANCEL</a>

★Please upload proof of payment.

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## Payment record 20230310-000034-qDxVSL

Please remit **NT\$4100** to:  
 Bank: TAIPEI FUBON COMMERCIAL BANK (ATM Code: 012)  
 Branch: Shilin Branch  
 Account No.: 82120000062230  
 Account Name: TAIPEI PERFORMING ARTS CENTER

Payment Method	Depositor	Created Time	Amount	Status
<a href="#">UPLOAD PROOF OF PAYMENT</a> <a href="#">PAYMENT RECORD</a>				

- ★Upload Proof of Payment :
- 1.Payer Name
  - 2.Amount
  - 3.Method
  - 4.Last five no
  - 5.Pay time
  - 6.Photo of payment

# Registration Process (8) :

## PAYMENT TIP

### ★ Tip ★

Payment of the Registration Fee and Security Deposit **can be concurrent with your Venue Survey activities**, the quicker you finish both steps, the quicker you will be able to book venues and time-slots!

Only after the above steps are completed, you will be able to book venues and time-slots.

# Venue Booking schedule



## Complete Steps

As soon as Taipei Fringe Festival has received your Venue Survey Forms and confirmed your payment, you will be informed via email the venue booking time.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Venue Survey	Befor 14:00 Complete Steps	14:00 Venue Booking						
	Venue Survey	Befor14:00 Complete Steps	14:00 Venue Booking					
		Venue Survey	Befor14:00 Complete Steps	14:00 Venue Booking				
			Venue Survey	Befor14:00 Complete Steps	14:00 Venue Booking			
				Venue Survey	Befor14:00 Complete Steps	14:00 Venue Booking		
					Venue Survey	Befor14:00 Complete Steps	14:00 Venue Booking	
						Venue Survey	Befor14:00 Complete Steps	12:00 Venue Booking
							Venue Survey	Befor14:00 Complete Steps
								14:00 Venue Booking

★ Essential Reminder:  
It is very important for the artists to **check emails regularly for not to miss any important notices.**

# Registration Process (9)

## Venue Booking

Tick the venue/time-slots to be booked.

**Artist's Area**

(2024TFF0216001)

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NEWS

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VENUES ^

VENUE INFO

UPLOAD VENUE SURVEY FORM

VENUE BOOKING

BOOKING RECORD

BOOKING STATUS

---

PROGRAM ∨

---

PAYMENT ∨

---

ACCOUNT INFORMATION

≡ **Taipei Fringe Festival**

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### Venue booking

Program

123 ∨

Please tick the venue to be registered

	08/24 (Sat)			08/25 (Sun)			08/26 (Mon)			08/27 (Tue)			08/28 (Wed)			08/29 (Thu)			08/30 (Fri)			08/31 (Sat)			09/01 (Sun)			09/02 (Mon)		
-Not open -Registration possible •Registered	M O R	M A T	E V G	M O R	M A T	E V G	M O R	M A T	E V G	M O R	M A T	E V G	M O R	M A T	E V G	M O R	M A T	E V G	M O R	M A T	E V G	M O R	M A T	E V G	M O R	M A T	E V G	M O R	M A T	E V G
Venue-5F	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																								

SEND

# Registration Process (10) : Modify Booking

## Taipei Fringe Festival

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### Venue Booking Record

program-123 The time-slots you have updated are as follows :

Venue Category	Venue	Performance Date	Time	Status
Artistic Space	Venue-5F	2024-08-27	13:00 ~ 17:00	Booking confirmed
Artistic Space	Venue-5F	2024-08-27	18:00 ~ 22:00	Booking confirmed
Artistic Space	Venue-5F	2024-08-28	~	Booking confirmed
Artistic Space	Venue-5F	2024-08-28	13:00 ~ 17:00	Booking confirmed

MODIFY BOOKING



Once venue booking  
is finished, the  
registration process  
is considered  
complete!



**Please feel free to contact us if you have any questions!**

Email : [tff@tpac-taipei.org](mailto:tff@tpac-taipei.org) Tel : 02-7756-3800 #1212, 1216