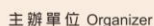




9 - 11 / 7 / 2021



澳門特別行政區政府旅遊局
DIRECÇÃO DOS SERVIÇOS DE TURISMO
MACAO GOVERNMENT TOURISM OFFICE

參展商手冊

Exhibitor Manual

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主辦單位 Organizer



澳門特別行政區政府旅遊局
DIRECÇÃO DOS SERVIÇOS DE TURISMO
MACAO GOVERNMENT TOURISM OFFICE

協辦單位 Co-organizers



澳門特別行政區政府文化局
INSTITUTO CULTURAL do Governo da R.A.E. de Macau



澳門中華總商會
The Macao Chamber of Commerce



澳門工會聯合總會
Federação das Associações dos Operários de Macau



澳門歸僑總會



澳門旅遊業議會
TRAVEL INDUSTRY COUNCIL OF MACAU

承辦單位 Coordinator



澳門旅行社協會
Associação das Agências de Viagens de Macau
Macao Travel Agency Association

澳門友誼大馬路 1023 號 南方大廈四樓 A 座
Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.º andar A
電話 Tel: (853) 2870 3707
傳真 Fax: (853) 2870 0238
電郵 E-mail: info@mitexpo.mo

付款方式 Payment Method

賬戶名稱: 澳門旅行社協會
Account name: Macau Travel Agency Association
銀行名稱: 中國工商銀行(澳門)股份有限公司
Bank Name: Industrial and Commercial Bank of China (Macau) Limited

銀行賬號 Bank Account:
港元HKD 賬戶號碼 Account No.: 0119 1013 0000 1081 957
澳門元MOP 賬戶號碼 Account No.: 0119 1013 0000 1082 061
美金USD 賬戶號碼 Account No.: 0119 1013 0000 1082 185

銀行地址 Bank Address:
澳門友誼大馬路 555 號, 澳門置地廣場, 工銀(澳門)中心 18 樓
Avenida da Amizade, No.555, Macau Landmark, Torre ICBC, 18 Andar, em Macau

代碼 SWIFT CODE: ICBKMOMX

支持單位 Supporting Entity

中華人民共和國文化和旅遊部
MINISTRY OF CULTURE AND TOURISM OF
THE PEOPLE'S REPUBLIC OF CHINA



澳門貿易投資促進局
Instituto de Promoção do Comércio e do Investimento de Macau
Macao Trade and Investment Promotion Institute



澳門街坊會聯合總會
União Geral das Associações dos Mordores de Macau



澳門婦女聯合總會
Associação Geral das Mulheres de Macau



澳門旅遊商會
ASSOCIAÇÃO DAS AGÊNCIAS DE TURISMO DE MACAU
ASSOCIATION OF MACAO TOURIST AGENTS



Associação de Hotéis de Macau
Macao Hotel Association 澳門酒店協會

大會總承建 Official Contractor



澳門國旅會展集團有限公司
MACAU KUOKLUI CONVENTION AND EXHIBITION GROUP LIMITED

澳門友誼大馬路 1023 號 南方大廈四樓 S 座
Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.º andar S, Macau
電話 Tel: (853) 2870 0655
傳真 Fax: (853) 2870 1066
電郵 E-mail: info@mitexpo.mo

大會主場管理服務 On-site Management Service

Genway 澳門倬匯設計有限公司
倬匯設計 MACAU GENWAY DESIGN CO.,LTD

澳門畢仕達大馬路26號中福商業中心6樓D座
Avenida de Marciano Baptista, No.26,
Chong Fok Centro Comercial,6/D, Macau
聯繫人 Contact: 劉博姝 Suki Lau
手機 Mob: (86)137 1091 1469/ (853)6560 2581
電話 Tel: (853) 2871 8803
傳真 Fax: (853) 2871 8813
電郵 E-mail: contractor@mitexpo.mo

大會貨運服務 Official Freight Forwarder



澳門新馬路 99 號南華商業大廈 8 樓 F 室
Avenida de Almeida Ribeiro, No.99 Edif.
Nam Wah Commercial, 8 andar F, Macau
聯繫人 Contact: 梁穎傑 Kerry Leong
電話 Tel: (853) 2838 9486
傳真 Fax: (853) 2835 6533
電郵 E-mail: kerry@jes.com.hk

2) 大會簡介 General Information

2.1 名稱

第九屆澳門國際旅遊（產業）博覽會（以下簡稱“旅博會”）

2.2 地點

澳門威尼斯人金光會展 A 及 B 館

2.3 日期及開放時間

日期：2021 年 7 月 9 日至 11 日

日期	開放時間
7 月 9 日（專業觀眾）	10:00-18:00
7 月 9 日（公眾）	11:00-18:00
7 月 10 日（專業觀眾、公眾）	10:00-18:00
7 月 11 日（公眾）	10:00-17:00

2.4 開幕典禮

日期及時間：2021 年 7 月 9 日上午 10 時 30 分

地點：澳門威尼斯人金光會展 A 館舞台區

2.5 旅博會性質

由澳門特別行政區政府旅遊局主辦，是專業配對、公眾開放相結合，允許現場銷售產品的平台。

2.6 佈展及撤展時間 *

類別	日期	時間
大會總承建商進場搭建	7 月 6-7 日	09:00-23:00
	7 月 8 日	09:00-13:00
光地展位承建商進場搭建	7 月 6 日	13:00-23:00
	7 月 7-8 日	09:00-23:00
標準展位參展商進場佈展	7 月 8 日	09:00-22:00
標準展位參展商進場撤展	7 月 11 日	17:00-22:00
大會總承建商進場撤展	7 月 11 日	17:00-23:00
	7 月 12 日	09:00-23:00
光地展位承建商進場撤展	7 月 12 日	09:00-20:00

* 資料僅供參考，旅博會更新消息將於網站 www.mitexpo.mo 發佈，請參展商留意。

2.7 免費泊車

地點：澳門威尼斯人金光會展中心 D 及 E 館

日期及時間：

2021 年 7 月 9 日 09:00-19:00

2021 年 7 月 10 日 09:00-19:00

2021 年 7 月 11 日 09:00-18:00

2.8 穿梭巴士 Shuttle bus

大會設有穿梭巴士，可參考旅博會網頁 www.mitexpo.mo，取得最新消息。

2.1 Name of the Expo

9th Macao International Travel (Industry) Expo ("MITE")

2.2 Venue

Hall A and B, Cotai Expo, The Venetian Macao

2.3 Schedule

Exhibition Period: 7th -9th July 2021

Date	Hours
9 th July (Trade Visitors)	10:00-18:00
9 th July (General Public)	11:00-18:00
10 th July (Trade Visitors, Public)	10:00-18:00
11 th July (General Public)	10:00-17:00

2.4 Opening Ceremony

Time & Date: 10:30am, 9th July, 2021

Venue: Main Stage at Hall A, Cotai Expo, The Venetian Macao

2.5 Nature of the MITE

MITE is an event organized by the Macao Government Tourism Office for business matching, which is also open to the general public that supports on-site sales of products.

2.6 Installation/ Dismantlement Schedule*

Type	Date	Hours
Official Stand Contractor move-in for Construction	6 th - 7 th July	09:00-23:00
	8 th July	09:00-13:00
Raw Space Booth Contractor move-in for Construction	6 th July	13:00-23:00
	7 th - 8 th July	09:00-23:00
Standard Booth Exhibitor move-in for Booth Decoration	8 th July	09:00-22:00
Standard Booth Exhibitor move-out	11 th July	17:00-22:00
Official Stand Contractor move-out (Dismantlement)	11 th July	17:00-23:00
	12 th July	09:00-23:00
Raw Space Booth Contractor move-out (Dismantlement)	12 th July	09:00-20:00

*For reference only. Please find latest updates at www.mitexpo.mo.

2.7 Free Parking

Venue: Hall D and E, Cotai Expo, The Venetian Macao

Time and Date:

09:00-19:00, 9th July, 2021

09:00-19:00, 10th July, 2021

09:00-18:00, 11th July, 2021

2.8 Shuttle bus

Shuttle bus service will be provided. Please refer to the website www.mitexpo.mo for the latest news.

3) 進場守則 Installation Regulations

3.1

搭建期間參展商及搭建商防疫入場流程

- a. 進場需配戴口罩;
- b. 大會在威尼斯人 A 館入口處有提供酒精消毒液;
- c. 在 A 館入口處測體溫 (超過 37.5 度禁止入場), 出示澳門健康碼, 保持一米社交距離;
- d. 需配戴《參展證》及《施工證》方可進入展館;

3.1

Anti-epidemic measures for admission of Exhibitors and Contractors during Installation

- a. Contractors should wear a mask;
- b. Alcohol-based disinfectants are available at the entrance of Hall A;
- c. Temperature will be taken at the entrance of Hall A (Entrants with a temperature higher than 37.5°C are not allowed to enter the hall), show your Macao Health Code and keep a social distance of one meter;
- d. Exhibitors and Contractors should wear the Badge while entering the exhibition hall.



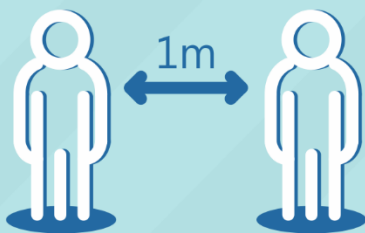
出示澳門健康碼

Show "Macao Health Code"



測量體溫

Temperature Check



**預防新型冠狀病毒感染
保持1米社交距離**

Prevent COVID-19 Infection
Maintain a 1-meter Social Distance



必須佩戴口罩

Wear a mask

3.2

參展商進場承建時間以《參展商手冊》為準。

3.3

進場人員須佩戴證件（類型參照《參展商手冊》第9頁），不得轉借，丟失需於旅博會入口登記處補辦。

3.4

參展商不得在所屬展位範圍以外地方擺放或操作任何用作推廣及銷售物品（如宣傳架、遙控玩具等）。倘因參展商違規引起任何意外或法律訴訟等事宜，須承擔所有責任。

3.5

參展商不得提供或舉辦任何有賭博成份的遊戲或售賣任何有博彩成份的獎券。

3.6

參展商應控制使用之影音器材所產生之音量，不得造成任何滋擾。若大會認為音量超出可接受標準，經勸喻後情況未見改善，展位使用權將會即時被終止。

3.7

參展商必須確保展位至少有一名機構代表負責看守展位。若大會管理人員發現展位長時間未有代表看守，大會有權將展位暫時封存。

3.8

參展商只可在展位內陳列商品，並須保持清潔與整齊。大會嚴禁任何明火煮食。所有售賣食品，須符合衛生要求。

3.9

參展商不得於展覽場地內使用壓縮氣體所填充之氣球。

3.10

參展商不得於展覽場地內進行拍賣活動。

3.11

參展商不得在展會未結束時拆卸展位或提前撤展。

3.12

光地展位的參展商，需要聘用澳門特別行政區許可之合法工人為其搭建展位，亦需按照澳門政府規定為該等人士購買勞工保險。倘有違規，大會有權要求停止搭建工作；如屬非法勞工事件，將交由勞工事務局及相關政府部門處理。承建商或參展商須自行承擔因違規而產生的責任。

3.13

承建商及參展商於進場佈展、撤展及展覽期間損毀會場之物品或任何第三者之財物，須為其造成之損毀作出一切賠償。

3.2

Exhibitors shall refer to the Exhibitor Manual for the date and time of installation.

3.3

Specific badges are required for all admission (please refer to page 9 of the Exhibitor Manual for the specific type). Badges shall not be lent, and shall be re-issued at the registration office at the entrance of the Expo once lost.

3.4

Exhibitors shall not place or operate any promotion or sales items (e.g. promotion rack, remote control toys, etc) outside their own booths. Exhibitors shall be responsible for any accidents or legal proceedings due to the violation of the rule aforementioned.

3.5

Exhibitors are not allowed to hold any games or sell any lottery tickets that involve gambling.

3.6

Exhibitors shall properly control the volume of their audio visual equipment so as to avoid causing any disturbance to others. If the volume is regarded by the Organizer as exceeding the standard, and no improvement is made after the Organizer's advice, the exhibitor's right to use the booth will be superseded immediately.

3.7

Exhibitor must ensure that their booth is watched over by at least one of its staff members. If the site management finds that a booth has been unattended for a long time, the Organizer has the right to temporarily close the booth.

3.8

Exhibitors shall display products in their own booths only and maintain the booths clean and tidy. Cooking on open fires is strictly prohibited. All food or beverages for selling must align with the health requirements.

3.9

Compressed gas-filled balloons are prohibited under any circumstances.

3.10

Auctions are prohibited under any circumstances.

3.11

Exhibitors shall not remove the decoration of booths or move out of the Expo before closing time.

3.12

Exhibitors of raw space shall employ legal workers of the Macao Special Administrative Region (MSAR) for booth construction, and purchase labor insurance for such workers in accordance with the regulations of the Macao SAR Government. Where violation occurs, the Expo reserves the right to terminate the installation. If illegal workers are involved, the case shall be handed over to the Labour Affairs Bureau and relevant authorities. Contractors or exhibitors concerned shall bear all responsibilities arising from such violation.

3.13

Contractors and exhibitors shall be responsible for the damage of any belongings of the exhibition venue or of other parties from installation until moving out of the exhibition.

3.14

嚴禁承建商及參展商在標攤圍板上、展館牆面及地面等公共區域隨意劃線、裝釘釘子及固定物體等。

3.15

展場內嚴禁噴漆、燒焊及使用電鋸。

3.16

參展商撤展須填妥附件表格 10:《展品出館許可單》通知大會總承建辦公室核實後蓋章, 保安人員放行需核對此單及物品。

3.17

光地展位承建商撤展完成時, 須填妥附件表格 11:《光地展位承建商撤展驗收單》, 通知大會總承建辦公室驗收簽署後方為有效, 以及作為退還按金的憑證。

3.18

承建商及參展商不得使用電路不合規格的電器裝置。

3.19

大會有權將開關掣及超載保護分線箱放於展位內的適當位置。

3.20

為確保光地展位承建商按規定時間內如期進場搭建, 須於 **2021 年 6 月 7 日** 前向大會主場管理服務公司繳交清理廢物按金。按 200 澳門元/平方米計算(清理廢物按金最低收取 5,000 澳門元/展位, 最高收取 50,000 澳門元/展位), 以支票形式繳付。支票將於展覽結束的 30 個工作日內, 由大會主場管理服務公司返還。

大會主場管理服務公司賬戶信息:

帳戶名稱: 澳門倬匯設計有限公司

銀行名稱: 中國銀行澳門新口岸支行

銀行地址: 澳門羅理基博士大馬路 382 號 A 座地下

對公賬號: 澳門元: 020110371861

銀行代碼: BKCHMOMX

3.21 提交參展證明

所有參展商確定參展, 需要提交其機構有效之商業登記/營業執照證明副本。

3.22 銷售產品

① 參展商擬在現場銷售產品, 需填報《銷售產品資料表》, 並於 **2021 年 5 月 20 日** 前將電子版檔發至 sales@mitexpo.mo。未填報之產品嚴禁在現場銷售。《銷售產品資料表》可在官網“下載中心”下載。

② 參展商現場銷售產品, 須用澳門元明確標價, 並向消費者提供銷售收據。

③ 參展商現場銷售產品, 須符合《食品標籤法》之相關規定。可在 https://bo.io.gov.mo/bo/i/92/33/declei50_cn.asp 查閱。

3.14

Contractors and exhibitors are prohibited from drawing lines, knocking in nails, and fixing objects on public areas such as booth fences, walls and ground of the venue.

3.15

No spray paint, welder or electric saw is allowed in the venue.

3.16

Exhibitors must fill in the attached Form 10: "Exhibit Exit Permission Form" when they are dismantling, notify the Official Contractor to verify and stamp, and the security personnel must verify the list and the items for release.

3.17

After the completion of the dismantling of the raw space booth contractor, they must fill in the attached Form 11: "Raw Space Booth Contractor Move-out Acceptance Certificate", notify the Official Contractor to accept and sign it, and serve as a certificate for refund of the deposit.

3.18

Contractors and exhibitors shall use electrical appliances with specified electric circuits.

3.19

The Expo reserves the right to install switches and overload protective devices in the appropriate positions of booths.

3.20

In order to ensure that on-site installation of raw space is completed as scheduled, all contractors are required to lodge "waste disposal deposit" to the On-site Service Provider before **June 7th, 2021**. Based on the standard rate of MOP\$200/sq.m, the deposit for each booth ranges from MOP\$5,000 to MOP\$50,000. The deposit shall be lodged by cheque. It will be refunded to the parties concerned within 30 workdays by the On-site Service Provider after the Expo is concluded.

Account information of the On-site Service Provider:

Account Name: Macau Genway Design Co., Ltd

Bank Name: Bank of China(San Hao Ngong Sub-Branch)

Bank Address: Avenida do Dr. Rodrigo Rodrigues, n° 382 A R/C, Macau

Account: MOP: 020110371861

SWIFT: BKCHMOMX

3.21 Submission of Exhibitor Certificates

Originals and copies of their valid business registration documents/business licenses shall be submitted by all confirmed exhibitors to the Expo.

3.22 Product Sales

① A completed "Product Sales Declaration Form" should be sent in digital format to sales@mitexpo.mo before **May 20th, 2021** for the sales of product at the designated premise. The sales of product out of the declaration form is not allowed. The "Sales Goods Declaration Form" is available under "Download" on the official website of the Expo.

② Exhibitors selling products on site must clearly mark the price in MOP. And provide consumers with sales receipts.

③ Exhibitors selling their products on site must comply with the relevant provisions of the Food Labeling Law. A available at https://bo.io.gov.mo/bo/i/92/33/declei50_cn.asp

為配合澳門特別行政區政府環境保護局「源頭減廢、資源回收」的固體廢物處理政策，減少大型活動耗用自然資源及過後對廢物處理設施造成的壓力，響應綠色會展倡議，大會建議參展商及承建商參考《大型活動的減廢指引》採取以下措施：

4.1 參展商

- a. 建議展位設計遵從減少、重用及回收的原則，使用環保物料，以減少搭建時造成的廢棄物。
- b. 優先使用含有再造成分的產品，如再造紙、橡膠地墊、以及其他回收物料。避免使用由聚氯乙烯（PVC）製作的佈置材料，避免使用一次性的大型道具或活動設備。
- c. 鼓勵現場盡量不售賣塑膠瓶盛裝的水或飲品。與觀眾互動活動，鼓勵參與者自備環保袋，以及可循環使用的餐盒、餐具和水杯，減少一次性塑膠瓶的使用，並溫馨提示有關用品應事先清潔好。
- d. 現場派發的紀念品，應考慮少包裝、簡約、具實用性等綠色原則。

4.2 承建商

- a. 建議現場謹慎裝潢及拆除攤位，以提高物料重複使用的可行性及比例；而不可重複使用的材料，請妥善進行分類及資源回收。
- b. 現場廢棄物料須分類回收，包括：紙類、塑膠、金屬、玻璃樽、電池等類別。回收處理須以清晰的類別名稱作提示，減少誤投機會。保持環境的清潔衛生。
- c. 撤展拆除大型展板及含有一定量的金屬支架之組件時，棄置前須對有關廢棄物作適當的預處理，將可重用的物料作（如金屬）拆解及回收，避免對垃圾焚化中心的運作造成影響。而可燃的廢棄物需切割成符合有關規定的尺寸（直徑不能超過 100 毫米）及長度（不能超過 3 米長），再運往垃圾焚化中心處理。

In response to the solid waste disposal policies of the Environmental Protection Bureau (DSPB) of Macao SAR featuring “waste reduction at source and waste recycling”, and the green exhibition initiative, for the purpose of reducing the natural resources consumed by major events and alleviating the consequent pressure exerted on the waste disposal facilities, the Expo organizers advise the exhibitors and contractors to take the following measures in line with the Guidelines on Waste Reduction of Major Events:

4.1 Exhibitors

- a. The booth design should follow the principle of reducing, reusing and recycling resources, and use environmentally-friendly materials, so as to reduce the wastes generated in the process of construction.
- b. Products containing recycled materials should be preferably used, such as recycled paper, rubber mats, other recovered materials, etc. Materials made of polyvinyl chloride (PVC), large disposable props or event facilities should be avoided in booth construction.
- c. Do not sell water or drinks in plastic bottles on-site if possible. During interactive activities with the visitors, it is better for the participants to bring their own environmentally-friendly bags, as well as reusable lunch boxes, cutlery sets and cups, and reduce the use of disposable plastic bottles. They should be reminded that some articles need to be cleaned beforehand.
- d. The souvenirs handed out on the site should follow the “green principle”, and have such features as less packaging, leanness and usability.

4.2 Contractors

- a. The booths should be decorated and dismantled with great caution, and in a way that practicability of reusing the materials and proportion of such materials can be improved; while those that cannot be reused should be properly sorted and recycled.
- b. The waste materials on the site, including paper, plastic, metal, glass bottle, and battery, should be sorted and recycled. The waste materials to be recycled should be marked with a clear category, so as to reduce the chance of misplaced materials. The environment should always be kept clean and healthy.
- c. After large display boards and assemblies with certain number of metal brackets are dismantled in a booth, relevant waste materials should be properly pre-treated before being disposed of, and those that can be recycled (e.g. metal) should be disassembled and recycled, so as to avoid any adverse effect on the operation of the incineration center. Combustible waste materials should be cut into required size (no more than 100mm in diameter and no more than 3m in length) before being transported to the incineration center for treatment.

5) 大會證件類別及辦理 Badge Application

9th MITE

5.1 證件類別

所有承建商及參展商須持證件進場，嚴禁轉讓證件給他人使用，大會保安人員有權查核持證人身份。

5.1 Types of Badges

All contractors and exhibitors shall access the exhibition venue with their badges. Such badges are not transferable. The security has the right to conduct an identity check on the badge holder(s).



① 參展商

參展商可於旅博會網頁 www.mitexpo.mo 網上登記，**2021 年 7 月 8 日**進場時，在澳門威尼斯人金光會展 A 館入口登記處領取證。

① Exhibitor Badge

Exhibitors can register on the website of the Tourism Expo www.mitexpo.mo. Exhibitors may acquire their badges at the check-in desk at Hall A, Cotai Expo, The Venetian Macao from **8th July, 2021** before entering the exhibition venue.

② 施工證

施工證需聘用澳門特別行政區許可之合法工人為其搭建展位。由參展商指定之承建商使用，申辦需填寫 附件《施工證、指導證》申請表，填妥後以郵箱或傳真發送至大會總承建；申請截止日期為 **2021 年 6 月 7 日**。**2021 年 6 月 16 日**開始領取證件。

地址：澳門友誼大馬路 1023 號南方大廈 4 樓 S 座，傳真：(853)2871 8813，電郵：contractor@mitexpo.mo。

② Constructor Badge

Exhibitors of raw space shall employ legal workers of the Macao Special Administrative Region (MSAR) for booth construction. The Constructor Badge shall be used by contractors designated by the exhibitors. Applicants of the Badge shall fill out (Application Form for Constructor and Instructor Badges), and send the completed form to the Official Contractor via e-mail or fax before **7th June, 2021**. Applicants may acquire their badges after **16th June, 2021**.

Address: Avenida da Amizade, No.1023 Edif Nam Fong, 4^oAndar S, Macau or by Fax: (853)2871 8813 or E-mail: contractor@mitexpo.mo

③ 指導證

指導證為經澳門勞工事務局批覆的非澳門特別行政區合法人現場進行指導性工作所使用。申辦需填寫附件《施工證、指導證》申請表，填妥後以郵箱或傳真發送至大會總承建；申請截止日期為 **2021 年 6 月 7 日**。**2021 年 6 月 16 日**開始領取證件。

地址：澳門友誼大馬路 1023 號南方大廈 4 樓 S 座，傳真：(853)2871 8813，電郵：contractor@mitexpo.mo。

③ Instructor Badge

The Instructor Badge is designed for non-local people with legal identities to serve as temporary instructors at the exhibition venue, as approved by the Labour Affairs Bureau of the MSAR. Applicants of the Badge shall fill out (Application Form for Constructor and Instructor Badges), and send the completed form to the Official Contractor via e-mail (contractor@mitexpo.mo) or fax (853) 2870 0238 before **7th June, 2021**. Applicants may acquire their badges after **16th June, 2021**.

Address: Avenida da Amizade, No.1023 Edif Nam Fong, 4^oAndar S, Macau or by Fax: (853)2871 8813 or E-mail: contractor@mitexpo.mo

6.1 倉儲須知

旅博會不對參展商提供倉儲服務，參展商所有物品及設備，須自行負責保管。

6.2 設計圖

參展商或其承建商請於 **2021 年 6 月 7 日** 前將展位設計圖，包括效果圖（展位全貌清晰可見）、施工圖（標示出所有尺寸及材質物料等）、電力圖（標示出電力裝置位置及用電量明細）以電郵呈交至大會主場管理服務公司。圖則比例須不少於 1:100，並須註明真實尺寸附上平面佈置圖、展位正視圖、電力裝置及視聽器材等資料。

與疏散門相鄰的展位，請在背板處留出 1 米通道。

展位設計圖經大會總承建商審核通過並簽字蓋章後，方可進場施工。審查不合格的需整改，並在 **2021 年 6 月 17 日** 前報送整改資料。敬請按時間要求遞交資料，以免延誤工期。

參展商或承建商需隨展位設計圖，附上承建商主要聯繫人姓名、聯繫方法及其承建商商業登記副本或 M1 副本等資料。

6.3 高度限制

參展商若搭建超過 3.9 米高之光地展位或雙層展位，請向大會主場管理服務公司聯繫，並遞交安全證明書（經澳門特別行政區政府認可之註冊工程師批出）。安全證明書須於 **2021 年 6 月 17 日** 前遞交，批准後方可進場施工。

6.4 展館內柱處理

平面圖中綠色柱子，正面有消防櫃及消防水喉設備。搭建包柱時，請留出 0.5 米距離；正面包柱還需留門，並留出 1.5 米距離。高度超過 3.9 米請遞交安全證明書；

平面圖中黃色柱子，正面有滅火筒，搭建包柱時，請留出 0.5 米距離，並將滅火筒放置包柱牆體地面處。高度超過 3.9 米請遞交安全證明書。

6.1 Storage

The MITE will not provide storage service at the exhibition venue. All exhibitors are expected to take care of their own belongings and exhibits.

6.2 Drawings

Exhibitors or their contractors shall submit the drawings of their booths, including detailed panoramic design sketches, construction drawings (marking all dimensions and materials required, etc.) and electrical installation drawings (specifying installation location and details of power consumption) to the On-site Service Provider before **7th June, 2021**. Drawings submitted must be at a real scale of not less than 1:100 in full dimensions, indicating actual size and containing information such as floor plans, booths' front elevations, electrical fittings and any audio-visual equipment to be used, etc.

For booths located near evacuation gates, a one-meter wide path shall be cleared between the back panel and the wall. Contractors are not allowed to make arrangements for the construction at the service station until the drawing proposals are approved, signed and stamped by the Official Contractor. In the case of failure to pass the review, the exhibitor and contractor concerned shall make rectification as required by the Official Contractor and submit the revised proposals to the Official Contractor before **17th June, 2021** for review. Please submit required documents as scheduled to avoid any delay in construction.

The drawings shall be submitted together with the name and main contacts and copies of business registration documents or M1 of the contractors.

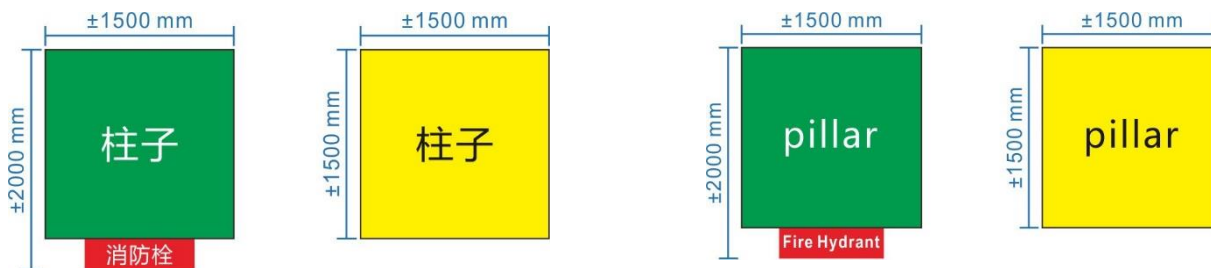
6.3 Height Limit

Exhibitors must contact the On-site Service Provider and submit a Safety Report (issued by a qualified engineer/surveyor acknowledged by Macao SAR Government) for the construction of any booths in raw space that are not less than 3.9 m in height or any two-story structures. The Safety Report shall be submitted for review before **17th June, 2021**. The construction shall proceed after the approval.

6.4 Pillars in the Exhibition Hall

The green pillar in the floor plan shows a fire cabinet and fire hose equipment on the front. For pillar cover installation, 0.5m shall be reserved. For the front pillar cover installation, a door and 1.5m shall be reserved. A Safety Report is required if the height exceeds 3.9m;

The yellow pillar in the floor plan shows a fire hydrant on the front. For pillar cover installation, 0.5m shall be reserved, and the fire hydrant shall be placed by the surface of the pillar cover. A Safety Report is required if the height exceeds 3.9m.



6.5 防火措施

所有搭建物料，須符合澳門特別行政區政府消防安全法規及條例。所有為光地展位施工的承建商需在工作範圍內放置一個或以上的合格滅火筒。

6.6 裝潢物料或廢物處理及清潔

參展商或承建商須將裝潢物料或廢物自行帶離會場。擱置於公共通道的裝潢物料大會將視為棄置物品。如大會代為清理後，將會向承建商收取相關的清理費。

6.7 惡劣天氣

在展位搭建、展品進場、展位佈置及展會期間：

- 若氣象局在上午八時三十分前懸掛八號風球或黑色暴雨警告訊號，會場將會暫停開放。
- 若氣象局於當日下午一時前除下 / 改掛較低風球或暴雨警告訊號，會場將於兩小時後重開。
- 若氣象局於當日下午一時後除下 / 改掛較低風球或暴雨警告訊號，會場將會關閉一天。
(如有任何更新，以大會最後公佈為準)

6.8 知識產權

- 參展商嚴禁在會場內售賣、展示或擺放任何盜版或未經授權生產的物品，會場內絕對禁止任何侵犯知識產權的行為。倘有充分證據顯示參展商售賣或展示上述產品，將被視作違規行為處理，大會將有權終止其展位使用權，並交由海關或有關政府部門處理。
- 參展商如在展位內使用任何視聽作品（包括播放錄音或錄像製品等），須確保有關作品已取得著作權或是相關權利人的許可。

6.9 免責條款

- 參展商違反大會《參展商手冊》而衍生的一切費用及損失須承擔其責任。
- 大會基於在不可抗力（如火災、水災、災難、疫症、地震、貿易制裁、民眾暴動、政府規限等）情況下，視實際情況考慮旅博會延期或取消舉行。大會保留對展覽會之取消、更改性質、規模及展覽日期長短之權利，參展商不能因此向大會追討任何損失，而大會亦無須承擔任何責任。

6.5 Fire Precautions

All construction materials must comply with all applicable fire prevention regulations of the Macao SAR Government. Contractors of raw space are required to prepare one or more functional fire extinguishers within the assigned area.

6.6 Treatment and cleaning of decoration materials and wastes

Exhibitors or contractors must take away the decoration materials and wastes from the venue by themselves. Decoration materials piled in public aisles will be considered as discarded, for which a fee will be claimed for cleaning.

6.7 Adverse Weather Condition

The special arrangement during the periods of booth installation, installation of exhibits, decoration and dismantling:

- If Typhoon Signal No.8 or Rainstorm Warning is issued by the Macao Meteorological and Geophysical Bureau (SMG) before 08:30am, the exhibition venue will be temporarily closed.
- If Typhoon Signal No.8 or Rainstorm Warning is lowered or cancelled before 01:00pm on the same day by the SMG, the exhibition venue will be reopened in two hours.
- If Typhoon Signal No.8 or Rainstorm Warning is lowered or cancelled after 01:00pm on the same day by the SMG, the exhibition venue will be closed for the day.
(If there are any changes, please refer to the final announcement of the expo)

6.8 Intellectual Property

- Exhibitors are prohibited from selling, displaying or demonstrating of any unauthorized or pirated products. Activities of violating intellectual property right are strictly prohibited in the venue. In case of there are sufficient evidence for sale or display of above-mentioned products, exhibitors will be regarded as violating the regulation of the exhibition, which will be punishable by termination of the right to use the booth and reporting to the Customs and Excise Department or corresponding governmental agencies.
- Exhibitors should ensure that any visual or sound material (including vocal or visual recordings) about to be displayed in the booth is obtained with relevant copyright license or authorized by corresponding copyright holder.

6.9 Disclaimer

- Exhibitors shall be liable for all costs and damages arising from any breach of the Exhibitor's Manual.
- The Organizer will consider the postponement or cancellation of the exhibition under force majeure (e.g. fire, flood, disaster, epidemic, earthquake, trade sanctions, civil unrest, government restrictions, etc.) depending on the actual situation. The Organizer reserves the right to cancel, change the nature, scale and duration of the exhibition, and the exhibitors shall not be able to claim any loss from the Organizer and the Organizer shall not be liable for any loss.

7.1 電力供應原則

大會提供展覽館內基本照明服務。

所有電力裝置須由合資格電器技師安裝。電力裝置圖需於 **2021 年 6 月 7 日** 前以電郵呈交至大會主場管理服務公司。現場搭建完畢後，大會主場管理服務公司將進行測試，合格方可供電。

7.2 電力接駁

為保障安全及電力供應之穩定性，所有電力接線須由大會主場管理服務公司施行。

7.3 電力供應規格

標準電力供應為：單相 220 伏特(V)50 赫(Hz)；三相 380 伏特(V)50 赫(Hz)。電力供應將於當日展覽結束後的 30 分鐘關閉。

7.4 額外租用 (標準展位)

標準展位參展商如需額外 (超過大會提供 500 瓦插座用電) 申請電，需填妥附件的表格 2：《標準展位電力租用》申請表，提交至澳門友誼大馬路 1023 號南方大廈 4 樓 S 座，傳真：(853)2871 8813，電郵：contractor@mitexpo.mo。

7.5 額外租用 (特裝展位)

特裝展位參展商或承建商申請電力則需填妥附件的表格 3：《特裝展位電力租用》申請表，提交至澳門友誼大馬路 1023 號南方大廈 4 樓 S 座，傳真：(853)2871 8813，電郵：contractor@mitexpo.mo。

7.6 臨時電力申請

在現場申請臨時電力供應，請聯絡大會主場管理服務公司。

7.1 Principles of Power Supply

The On-site Service Provider will provide basic lighting at the exhibition venue.

All electrical installations must be installed by a qualified electrical technician. Electrical installation drawing must be submitted to the On-site Service Provider by email before **7th June, 2021**. The power can only be supplied after the on-site installation is completed and tested to be qualified by the On-site Service Provider.

7.2 Power Connection

In order to ensure safety and stability of power supply, all power wiring must be installed by the On-site Service Provider.

7.3 Overall Power Supply

The standard power supply is: Single phase 220V 50Hz; triple phase 380V 50Hz. Power supply will be shut down 30 minutes after the end of the exhibition on exhibition days.

7.4 Extra Electricity Rental (Standard Booth)

For standard booth exhibitors requiring extra electricity (more than the 500W socket power provided by the Expo), (Form 2: Application Form for Standard Booth Electricity Rental) shall be submitted. Please submit the form to Avenida da Amizade, No.1023 Edif. Nam Fong, 4^oAndar S, Macau Fax: (853) 2871 8813 E-mail: contractor@mitexpo.mo

7.5 Extra Electricity Rental (Custom-built Booth)

For standard booth exhibitors or contractors requiring extra electricity, (Form 3: Application Form for Raw Space Electricity Rental) shall be submitted. Please submit the form to Avenida da Amizade, No.1023 Edif. Nam Fong, 4^oAndar S, Macau Fax: (853)2871 8813 E-mail: contractor@mitexpo.mo

7.6 Temporary Overall Power Supply

For applying temporary on-site power supply, the On-site Service Provider shall be contacted.

8) 供排水服務及通訊科技服務

Water Supply and Drainage Equipment Service and ICT Service

8.1 供排水服務

參展商或承建商若需於展位設供排水設備，請聯繫大會主場管理服務公司，需填妥附件的表格 4:《供排水設備租用》申請表，並在展位圖上標註安裝地點。提交至 澳門友誼大馬路 1023 號南方大廈 4 樓 S 座，傳真：(853) 2871 8813，電郵：contractor@mitexpo.mo。

8.2 通訊科技服務

參展商若需設置或安裝寬頻等科技服務，需聯繫大會主場管理服務公司，需填妥附件的表格 5:《通訊科技服務租用》申請表。客戶有責任在電腦通訊設備系統或個人電腦安裝防火牆、防毒電腦軟件，以防電腦病毒侵入；寬頻上網（下載/上傳）網速會因應用戶數量而有所影響。

如需設置信用卡簽帳系統，須要求信用卡終端機供應商設定在終端機撥打接線之前須撥打“9”字。根據澳門金融管理局之規定，信用卡終端機供應商必須是澳門註冊的認可金融機構。

8.1 Water Supply and Drainage Equipment Service

Exhibitors or contractors requiring water supply and drainage equipment in their booths shall contact the On-site Service Provider, by submitting (Form 4: Application Form for Water Supply and Drainage Equipment Rental), and marking the installation spot on the booth floor plan. Please submit the form to Avenida da Amizade, No.1023 Edif. Nam Fong, 4th Andar S, Macau

Fax: (853)2871 8813 E-mail: contractor@mitexpo.mo

8.2 ICT Service

Exhibitors requiring ICT service such as internet connection, shall contact the On-site Service Provider, with (Form 5: Application Form for ICT Service Rental). Clients shall bear the responsibility for installing firewalls and antivirus computer software in ICT systems or personal computers to prevent virus invasion. The speed of broadband Internet access(download/upload) will be affected by the number of users.

If there is a need of a credit card billing system, exhibitors must ask the POS terminal suppliers to set to dial “9” before the terminal is connected. As per the regulations of Macao Monetary Authority, POS terminal suppliers must be authorized financial institutions registered in Macao.

9.1 地理位置

澳門，位於中國東南沿岸的珠江三角洲與東北偏東的香港相距約 64 公里。由澳門半島、氹仔及路環兩個離島組成。總面積共 32.9 平方公里。經澳門半島關閘可到達珠海市；經位於路氹城的蓮花大橋可到達珠海的橫琴島；經港珠澳大橋可到達香港。

9.2 人口及語言

澳門人口約有 683,100 人。官方語言有中文及葡文。居民日常溝通普遍使用廣東話、普通話、英語。

9.3 簽證

以下國家地區可享免簽證待遇或落地簽證，詳情請到以下網站瀏覽：

<http://www.dsi.gov.mo/> 或 <http://www.fsm.gov.mo/>

大會可向中國內地參展商發出邀請函，以便辦理來澳簽證。

9.4 最新防疫資訊

參展商入境澳門前，敬請自行查閱澳門特別行政區政府新型冠狀病毒感染應變協調中心有關防疫措施的最新資訊。網站：<https://www.ssm.gov.mo/PreventCOVID-19/>
電話：(853) 2870 0800

9.1 Geographic Location

Macao Special Administrative Region (MSAR) is located at the western bank of the Pearl River Delta in southeastern China and 64km southwest of Hong Kong. Covering an area of 32.9 sq.km, Macao consists of the Macao Peninsula and the islands of Taipa and Coloane. Macao is connected to through the Border Gate (Portas do Cerco) to Zhuhai; to Hengqin Island through the Lotus Bridge in Cotai; and to Hong Kong through the Hong Kong-Zhuhai-Macao Bridge.

9.2 Population and Languages

Macao is home to a population of about 683,100, with Chinese and Portuguese being official languages. Cantonese, Mandarin, and English are commonly used for daily communication among residents.

9.3 Visa

For the list of countries whose citizens can enter Macao without a visa or with a visa-on-arrival, please visit: <http://www.dsi.gov.mo/> or <http://www.fsm.gov.mo/> The Expo may send out invitations to exhibitors from Mainland China to facilitate their application for visas to Macao.

9.4 Updated COVID-19 Prevention Information

Before entering Macao, exhibitors are reminded to check for the updated preventive measures issued by the Novel Coronavirus Response and Coordination of Macau Special Administrative Region at website: <https://www.ssm.gov.mo/PreventCOVID-19/> tel.:(853) 2870 0800.

10) 標準展位形式 Standard Booth Specification

標準展位之設備包括：

展位面積：9 平方米

(即 3 米×3 米×2.5 米高，白色圍板)

- 楣板 2 個 (印有公司名稱及展位號)
- 摺椅 2 張
- 諮詢枱 1 張 (配大會 logo 飾面)
- 洽談桌 1 張及 2 把摺椅 (限 B2B 展商)
- 23W LED 射燈 4 盞 (固定)
- 廢紙簍 1 個
- 13 安培 220 伏特 500W 插座 (固定) 1 個
- 地毯

A standard booth includes:

Booth Size: 9 sq.m

(i.e., 3 Mx3 Mx2.5 M(h) × with white laminated panels)

- 2 × fascia board (printed with company name and booth number)
- 2 × folding chair
- 1 × information desk (with MITE Logo)
- 1 × meeting table and 2 × folding chair (for B2B Exhibitors only)
- 4 × 23W LED spotlights (fixed)
- 1 × waste paper basket
- 1 × 13A / 220V 500W power socket (fixed)
- Carpet

標準展位

Standard booth





1: 《施工證、指導證》申請表 **Application Form for Constructor and Instructor Badges**

表格 1 Form 1	施工證、指導證 Constructor and Instructor Badges	提交截止日期: Deadline: 2021 年 6 月 7 日 7 th June, 2021
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■《施工證、指導證》載有承建商名稱、施工人員姓名、照片等信息。請填妥並在截止日期前遞交，本項服務收費如下：The constructor and instructor badges contain the name of the contractor, as well as the name and identification photos of the construction personnel. Please submit the form before deadline. Application fee for each badge:

A. 2021 年 6 月 7 日前，10 澳門元/張 MOP10/each, before 7th June, 2021

B. 2021 年 6 月 7 日至 6 月 30 日，30 澳門元/張 MOP30/each, between 7th June to 30th June, 2021

C. 現場辦證，50 澳門元/張 MOP50/each on-site

■ **承建商資料 Contractor Information**

公司名稱 Company Name: _____ 展位編號 Booth No.: _____

聯絡人 Contact: _____ 手機 Mobile Phone: _____ 傳真 Fax: _____

電郵 E-mail: _____

■ **工作人員資料 Personal Information of Contractor**

項目 No.	姓名 Name	性別 Gender	身份證明文件編號 Macau Resident ID Card/Non-Resident Work Permit No.
1			
2			
3			
4			
5			

注意事項 Notes:

1. 為確保工作人員順利進場，敬請於截止日期前申請。參展商須繳付展位電費、清理廢物按金後，方可領取指導證及施工證。大會不受理個人獨立申請；提交資料與證件信息不符的不予受理。Exhibitors can only receive the instructor and constructor badges after paying booth electricity fees and deposits for waste cleaning. The Expo will not process individual applications, and those who have submitted information that is not consistent with the identification documents. To ensure smooth entry of the contractors, please submit your application before the deadline.

2. 遞交申請表時，將身份證及個人證件照（1.5 寸）掃描至電郵：contractor@mitexpo.mo。聯絡人：郭小姐

Please also email the scanned copies of this form, your ID card and personal identification photos (3.3cm*4.8cm) to contractor@mitexpo.mo Contact person: Miss Kwok

簽署及公司蓋章 Signature & Stamp: _____ 申請日期 Date: _____



2: 《標準展位電力租用》申請表 **Application Form for Standard Booth Electricity Rental**

表格 2 Form 2	標準展位電力租用 Standard Booth Electricity Rental	提交截止日期: Deadline: 2021 年 6 月 7 日 7 th June, 2021
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項目 No.	內容 Items	澳門元 MOP	數量 Quantity	金額 Amount
1	500 瓦以上至 1000 瓦電源插座 500W (or above) -1000W Power Socket	2,100		
2	1000 瓦以上至 2000 瓦電源插座 1000W (or above) -2000W Power Socket	3,900		
3	2000 瓦以上至 3000 瓦電源插座 2000W (or above) -3000W Power Socket	5,700		
小計 (澳門元) Sub-total (MOP):				
	於 2021 年 6 月 7 日 後之申請需額外繳付百分之三十附加費 If the application is lodged after 7 th June, 2021, a 30% additional cost will be charged.	30%附加費: 30% additional cost:		
	於 2021 年 6 月 16 日 後之及現場訂單之申請需額外繳付百分之五十附加費 If the application is lodged after 16 th June, 2021 and on site, a 50% additional cost will be charged.	50%附加費: 50% additional cost:		
總金額 (澳門元) Total Amount (MOP):				

備註 Notes:

請在展位設計圖中（參考第 15 頁標準展位）標註所租用物品擺放位置。將已標註的展位設計圖連同此表格遞交至：澳門友誼大馬路1023號南方大廈4樓5座，傳真：(853) 2871 8813，電郵：contractor@mitexpo.mo。 Please mark the rented items on the floor plan (refer to the standard booth on page 15), and submit the marked floor plan together with this form to: Avenida da Amizade, No.1023 Edif. Nam Fong, 4° Andar S, Macau Fax: (853) 2871 8813 E-mail: contractor@mitexpo.mo

展商信息填寫回執 **Exhibitor Information Receipt**

公司名稱 Company Name: _____ 展位編號 Booth No.: _____

聯絡人 Contact: _____ 手機 Mobile Phone: _____ 傳真 Fax: _____

電郵 E-mail: _____

簽署及公司蓋章 Signature & Stamp: _____ 申請日期 Date: _____



第九屆澳門國際旅遊（產業）博覽會
9.^a Expo Internacional de Turismo (Indústria) de Macau
9th Macao International Travel (Industry) Expo

3: 《特裝展位電力租用》申請表 **Application Form for Custom-built Booth Electricity Rental**

表格 3 Form 3	特裝展位電力租用 Custom-built Booth Electricity Rental	提交截止日期: Deadline: 2021 年 6 月 7 日 7 th June, 2021
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項目 No.	內容 Items	澳門元 MOP	數量 Quantity	金額 Amount
佈展及撤展期間臨時電源供應 Temporary Power Supply during Installation and Dismantling				
1	只供一件電器用 500 瓦電源插座 (13 安培 220 伏單相拖線插座, 不可用於照明裝置) 500W sockets for only one electric appliance (Single-phase 13A/220V wiring boards, not for lighting devices)	100		
2	16 安培 220 伏單相供電插座 Single-phase 16A/220V sockets	1,440		
3	32 安培 380 伏 3 相供電插座 Triple-phase 32A/380V sockets	3,660		
4	63 安培 380 伏 3 相供電插座 Triple-phase 63A/380V sockets	7,560		
展會期間電源供應 Power Supply during the Expo				
1	2000 瓦插座 (照明用電) Socket 2000W for lighting only	3,150		
2	32 安培 220 伏單相供電插座 Single-phase 32A/220V sockets	6,750		
3	32 安培 380 伏 3 相供電插座 Triple-phase 32A/380V sockets	13,500		
4	63 安培 380 伏 3 相供電插座 Triple-phase 63A/380V sockets	27,000		
5	1000 瓦電源插座 (24 小時用電) Socket 1000W(220V) for 24 hours	2,100		
6	2000 瓦電源插座 (24 小時用電) Socket 2000W(220V) for 24 hours	3,900		
7	3000 瓦電源插座 (24 小時用電) Socket 3000W(220V) for 24 hours	5,700		
小計 (澳門元) Sub-total (MOP):				
	於 2021 年 6 月 7 日 後之申請需額外繳付百分之三十附加費 If the application is lodged after 7 th June, 2021, a 30% additional cost will be charged.	30%附加費: 30% additional cost:		
	於 2021 年 6 月 16 日 後之及現場訂單之申請需額外繳付百分之五十附加費 If the application is lodged after 16 th June, 2021 and on site, a 50% additional cost will be charged.	50%附加費: 50% additional cost:		
總金額 (澳門元) Total Amount (MOP):				

此表格需連同所聘用之電工牌照副本一併交回大會主場管理服務公司, 地址: 澳門友誼大馬路1023號南方大廈4樓S座, 傳真: (853)2871 8813, 電郵: contractor@mitexpo.mo。Please send this form and the scanned copies of the electricians' licenses recognized by the Macao SAR Government to the On-site Service Provider at Avenida da Amizade, No.1023 Edif. Nam Fong, 4^o Andar S, Macau Fax: (853) 2871 8813 E-mail: contractor@mitexpo.mo

展商信息填寫回執 Exhibitor Information Receipt

公司名稱 Company Name: _____ 展位編號 Booth No.: _____

聯絡人 Contact: _____ 手機 Mobile Phone: _____ 傳真 Fax: _____

電郵 E-mail: _____

簽署及公司蓋章 Signature & Stamp: _____ 申請日期 Date: _____



4:《供排水設備租用》申請表 **Application Form for Water Supply and Drainage Equipment Rental**

表格 4 Form 4	供排水設備租用 Water Supply and Drainage Equipment Rental	提交截止日期: Deadline: 2021 年 6 月 7 日 7 th June, 2021
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項目 No.	內容 Items	澳門元 MOP	數量 Quantity	金額 Amount
佈展及撤展期間臨時電源供應 Temporary Power Supply during Installation and Dismantling				
1	直徑 19mm 供水管(供水壓力為 1.2 - 2 Bar, 連 5 米供水喉, 不含排水管及排水泵) 19mm-diameter water supply pipe (Water supply pressure: 1.2-2 Bar, with a 5m water supply hose, without pipe and pump for draining)	3,255		
2	排水管設施連污水排水泵 Drainage pipe facility connected with sewage drainage pump	3,255		
3	水槽連供水管, 排水管及排水泵 Sink connected with water supply pipe, drainage pipe and drainage pump	5,425		
小計 (澳門元) Sub-total (MOP):				
	於 2021 年 6 月 7 日 後之申請需額外繳付百分之三十附加費 If the application is lodged after 7 th June, 2021, a 30% additional cost will be charged.	30%附加費: 30% additional cost:		
	於 2021 年 6 月 16 日 後之及現場訂單之申請需額外繳付百分之五十附加費 If the application is lodged after 16 th June, 2021 and on site, a 50% additional cost will be charged.	50%附加費: 50% additional cost:		
總金額 (澳門元) Total Amount (MOP):				

備註 Notes:

請在光地展位設計圖中 (標準展位參考第15頁) 標註所租用物品位置。將已標註的光地展位設計圖連同此表格遞交至: 澳門友誼大馬路1023號南方大廈4樓S座, 傳真: (853) 2871 8813, 電郵: contractor@mitexpo.mo。Please mark the rented items on the raw space floor plan (refer to the standard booth on page 15), and submit the marked floor plan together with this form to: Avenida da Amizade, No.1023 Edif. Nam Fong, 4^o Andar S, Macau Fax: (853) 2871 8813 E-mail: contractor@mitexpo.mo

展商信息填寫回執 Exhibitor Information Receipt

公司名稱 Company Name: _____ 展位編號 Booth No.: _____

聯絡人 Contact: _____ 手機 Mobile Phone: _____ 傳真 Fax: _____

電郵 E-mail: _____

簽署及公司蓋章 Signature & Stamp: _____ 申請日期 Date: _____



5:《通訊科技服務租用》申請表 **Application Form for ICT Service Rental**

表格 5 Form 5	通訊科技服務租用 ICT Service Rental	提交截止日期: Deadline: 2021 年 6 月 7 日 7 th June, 2021
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項目 No.	內容 Items	澳門元 MOP	數量 Quantity	金額 Amount
通訊設備 Communication Equipment				
1	信用卡線路(不包括信用卡處理機) Credit card lines (excluding POS terminal) - 經 PABX 系統接駁- Connected via the PABX system 中國銀行銀聯信用卡處理機: 須另外報價; 並須在 2021 年 6 月 7 日前申請。 Union Pay Credit Card POS terminal of Bank of China: A separate quotation is required. The applications must be made before 7 th June, 2021.	11,000		
數據網絡配置服務 Data Network Configuration Service				
2	寬頻互聯網連接(帶寬共用) Broadband internet connection (bandwidth sharing) - 只供電腦, 列印機或者手提電腦單機使用; 不可連接其他網絡設備。 - Only for computers, printers or laptops; cannot connect to other network devices. (RJ-45 插頭; 接口速度及雙工自動感應; 用戶設備必須開啓 TCP/IP 和 DHCP 功能和關閉所有代理設置) (RJ-45 connector; interface speed and duplex auto-sensing; user equipment must enable TCP/IP and DHCP functions, and disable all proxy settings)	2,515		
3	乙太網絡交換機- (8 接頭交換機) Ethernet switch-(8-connector switch) 供組群用戶使用; 不包括網綫 -For group users; excluding network cables	1,415		
4	乙太網絡交換機- (24 接頭交換機) Ethernet switch-(24-connector switch) 供組群用戶使用; 不包括網綫 -For group users; excluding network cables	4,245		
小計 (澳門元) Sub-total (MOP):				
	於 2021 年 6 月 7 日 後之申請需額外繳付百分之三十附加費 If the application is lodged after 7 th June, 2021, a 30% additional cost will be charged.	30%附加費: 30% additional cost:		
	於 2021 年 6 月 16 日 後之及現場訂單之申請需額外繳付百分之五十附加費 If the application is lodged after 16 th June, 2021 and on site, a 50% additional cost will be charged.	50%附加費: 50% additional cost:		
總金額 (澳門元) Total Amount (MOP):				

備註 Notes:

請在光地展位設計圖中 (標準展位參考第15頁) 標註所租用物品位置。將已標註的光地展位設計圖連同此表格遞交至: 澳門友誼大馬路1023號南方大廈4樓S座, 傳真: (853) 2871 8813, 電郵: contractor@mitexpo.mo. Please mark the rented items on the raw space floor plan (refer to the standard booth on page 15), and submit the marked floor plan together with this form to: Avenida da Amizade, No.1023 Edif. Nam Fong, 4^o Andar S, Macau Fax: (853) 2871 8813 E-mail: contractor@mitexpo.mo

展商信息填寫回執 **Exhibitor Information Receipt**

公司名稱 Company Name: _____ 展位編號 Booth No.: _____

聯絡人 Contact: _____ 手機 Mobile Phone: _____ 傳真 Fax: _____

電郵 E-mail: _____

簽署及公司蓋章 Signature & Stamp: _____ 申請日期 Date: _____



6:《大會展俱租用》申請表 **Application Form for Exhibition Furniture Rental**

表格 6 Form 6	大會展俱租用 Exhibition Furniture Rental	提交截止日期: Deadline: 2021 年 6 月 7 日 7 th June, 2021
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項目 No.	內容 Items	澳門元 MOP	數量 Quantity	金額 Amount
通訊設備 Communication Equipment				
1	有鎖地櫃(1000mm 闊 x500mm 深 x750mm 高) Floor cabinets with locks (1000mm in width x 500mm in depth x 750mm in height)	280		
2	玻璃飾櫃(1000mm 闊 x500mm 深 x1000mm 高) Glass showcase (1000mm in width x 500mm in depth x 1000mm in height)	800		
3	玻璃飾櫃連有鎖地櫃(1000mm 闊 x500mm 深 x1000mm 高) Integrated glass showcase and floor cabinets with locks (1000mm in width x 500mm in depth x 1000mm in height)	900		
4	高玻璃飾櫃(內置 2 支 50 瓦石英燈, 不包括電插座) (1000mm 闊 x500mm 深 x2500mm 高) Tall glass showcase (with 2 50W quartz lamps inserted without sockets) (1000mm in width x 500mm in depth x 2500mm in height)	1,900		
5	圓檯(直徑 600mm x 720mm 高) Round platforms (600mm in diameter x 720mm in height)	200		
6	正方檯(700mm 闊 x700mm 深 x750mm 高) Square platforms (700mm in width x 700mm in depth x 750mm in height)	200		
7	詢問檯(1000mm 闊 x500mm 深 x750mm 高) Inquiry desks (1000mm in width x 500mm in depth x 750mm in height)	200		
8	長方檯(1000mm 闊 x500mm 深 x750mm 高) Rectangular platforms (1000mm in width x 500mm in depth x 750mm in height)	180		
9	吧椅 Barstool	300		
10	白摺椅 White folding chairs	80		
11	黑皮椅 Black leather chairs	250		
12	平放式木板(1000mm 長 x300mm 深) Flat wood planks (1000mm in length x 300mm in depth)	180		
13	斜放式木板(1000mm 長 x300mm 深) Reclining wood planks (1000mm in length x 300mm in depth)	180		
14	雜誌架(高度最低 1000mm 高 最高 1600mm 高) Magazine shelves (minimum height: 1000mm; maximum height: 1600mm)	180		
小計 (澳門元) Sub-total (MOP):				
	於 2021 年 6 月 7 日 後之申請需額外繳付百分之三十附加費 If the application is lodged after 7 th June, 2021, a 30% additional cost will be charged.	30%附加費: 30% additional cost:		
	於 2021 年 6 月 16 日 後之及現場訂單之申請需額外繳付百分之五十附加費 If the application is lodged after 16 th June, 2021 and on site, a 50% additional cost will be charged.	50%附加費: 50% additional cost:		
總金額 (澳門元) Total Amount (MOP):				

備註 Notes:

請在光地展位設計圖中 (標準展位參考第 15 頁) 標註所租用物品位置。將已標註的光地展位設計圖連同此表格遞交至: 澳門友誼大馬路 1023 號南方大廈 4 樓 S 座, 傳真: (853) 2871 8813, 電郵: contractor@mitexpo.mo。Please mark the rented items on the raw space floor plan (refer to the standard booth on page 15), and submit the marked floor plan together with this form to: Avenida da Amizade, No.1023 Edif. Nam Fong, 4^o Andar S, Macau Fax: (853) 2871 8813 E-mail: contractor@mitexpo.mo

展商信息填寫回執 Exhibitor Information Receipt

公司名稱 Company Name: _____ 展位編號 Booth No.: _____
 聯絡人 Contact: _____ 手機 Mobile Phone: _____ 傳真 Fax: _____
 電郵 E-mail: _____
 簽署及公司蓋章 Signature & Stamp: _____ 申請日期 Date: _____



第九屆澳門國際旅遊（產業）博覽會
9.^a Expo Internacional de Turismo (Indústria) de Macau
9th Macao International Travel (Industry) Expo

7:《搬運物料設備租用》申請表 Application Form for Material Handling Equipment Rental

表格 7 Form 7	搬運物料設備租用 Material Handling Equipment Rental	提交截止日期: Deadline: 2021 年 6 月 7 日 7 th June, 2021
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項目 No.	內容 Items	由 From		至 To		數量 Quantity	使用時間 Total Hours	澳門元 (每小時計) MOP (by Hour)	金額 Amount
		日期 Date (日-月) (dd-mm)	時間 Time (時:分) (hh:mm)	日期 Date (日-月) (dd-mm)	時間 Time (時:分) (hh:mm)				
搬運物料設備租用 Material Handling Equipment Rental									
1	載重 2.5 公噸之石油氣叉車 LPG forklift truck with a capacity of 2.5 metric tons							628	
2	載重 5 公噸之石油氣叉車 LPG forklift truck with a capacity of 5 metric tons							950	
3	絞剪升降台, 可高達 9.9 米高 Hinged lifting platform, up to 9.9							755	
4	曲臂升降台 Crank-type lifting platform							915	
5	油壓車 (腳車) 可載重 2 公噸物料(腳長度為 200 公分) Hydraulic pallet truck (200 cm in length) with a capacity of 2 metric tons							80	
6	油壓車 (腳車) 可載重 2 公噸物料(腳長度為 115 公分) Hydraulic pallet truck (115 cm in length) with a capacity of 2 metric tons							80	
租用自動高空工作平台/梯 Manual Aloft Working Platform / Ladder Rental									
項目 No.	內容 Items	由 From 日期 Date (日-月) (dd-mm)	至 To 日期 Date (日-月) (dd-mm)	數量 Quantity	總天數 Total Days	澳門元 (每天計) MOP (by Day)	金額 Amount		
7	鋁架平台 1.5 米 x 1.8 米(底部面積), 最高可建架至 5.5 米高 Aluminum platform 1.5m x 1.8m (bottom area), can be built up to 5.5 meters					5225			
8	鋁架平台 1.5 米 x 1.8 米(底部面積), 最高可建架至 8 米高 Aluminum platform 1.5m x 1.8m (bottom area), can be built up to 8 meters					420			
9	1.8 米高玻璃纖維工作梯 1.8-m fiberglass ladder					85			
10	2.3 米高玻璃纖維工作梯 2.3-m fiberglass ladder					210			
11	3.0 米高玻璃纖維工作梯 3.0-m fiberglass ladder					590			
小計 (澳門元) Sub-total (MOP):									
於 2021 年 6 月 7 日 後之申請需額外繳付百分之三十附加費 If the application is lodged after 7 th June, 2021, a 30% additional cost will be charged.					30%附加費: 30% additional cost:				
於 2021 年 6 月 16 日 後之及現場訂單之申請需額外繳付百分之五十附加費 If the application is lodged after 16 th June, 2021 and on site, a 50% additional cost will be charged.					50%附加費: 50% additional cost:				
總金額 (澳門元) Total Amount (MOP):									

備註 Notes:

租用服務以四小時起計, 提交申請時需交 5,000 澳門元按金, 並於指定地點領取及歸還; 申請人需自行配備操作員及購買操作員安全保險; 此表格遞交至: 澳門友誼大馬路 1023 號南方大廈 4 樓 S 座, 傳真: (853) 2871 8813, 電郵: contractor@mitexpo.mo.

The equipment is rented for at least four hours, with a deposit of MOP5,000, and should be collected and returned at the designated location. The exhibitor shall be responsible for arranging its operator with insurance covered. This form shall be submitted to: Avenida da Amizade, No.1023 Edif. Nam Fong, 4^o Andar S, Macau Fax: (853) 2871 8813 E-mail: contractor@mitexpo.mo

展商信息填寫回執 Exhibitor Information Receipt

公司名稱 Company Name: _____ 展位編號 Booth No.: _____
聯絡人 Contact: _____ 手機 Mobile Phone: _____ 傳真 Fax: _____
電郵 E-mail: _____
簽署及公司蓋章 Signature & Stamp: _____ 申請日期 Date: _____



8: 《吊重設備租用》申請表 **Application Form for Hanging Equipment Rental**

表格 8 Form 8	吊重設備租用 Hanging Equipment Rental	提交截止日期: Deadline: 2021 年 6 月 7 日 7 th June, 2021
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項目 No.	內容 Items	使用期 Usage Period		數量 Quantity	每點每日 Per Point Per Day (澳門元)(MOP)	總額 Total (澳門元) (MOP)
		由 From (日-月) (dd-mm)	至 To (日-月) (dd-mm)			
1	懸掛小於 20 公斤的橫額于展館天花現有吊點 (橫額最大為 4 米寬 x 2 米高, 只用 2 吊點) Hanging banners of less than 20 kg in weight to ceiling existing rigging points (max. size of banner is 4mW x 2mH, using 2 rig points only)				每點每活動 Per Point Per Event 1,600	
2	懸掛多於 20 公斤或尺寸大於 4 米寬 x 2 米高的橫 額於天花現有吊點 Hanging banners more than 20 kg in weight & size bigger than 4mW x 2mH to ceiling existing rigging points				另行報價 Request for Quotation	
3	在展館內提供可承托 400 公斤之吊點 - 吊點位置 位於展館現有橫梁上 Provide rig points in Exhibition Hall (Capacity 400kg) – On existing I-beam				每點每活動 Per Point Per Event 2,000	
4	在展館內提供可承托 400 公斤之吊點 - 吊點位置 不位於展館現有橫梁上 Provide rig points in Exhibition Hall (Capacity 400kg) – NOT on existing I-beam				每點每活動 Per Point Per Event 3,000	
5	租用半噸手動吊重器 CM Hurricane 1/2 Ton Manual Chain Hoist				800	
6	租用一噸手動吊重器 CM Hurricane 1 Ton Manual Chain Hoist				900	
7	租用半噸電動吊重器及線材 CM Load 1/2 Ton Electrical Chain Hoist (Check with Hotel) with cables				1,800	
8	租用一噸電動吊重器及線材 CM Load 1 Ton Electrical Chain Hoist (Check with Hotel) with cables				2,000	
小計 (澳門元) Sub-total (MOP):						
	於 2021 年 6 月 7 日 後之申請需額外繳付百分之三十附加費 If the application is lodged after 7 th June, 2021, a 30% additional cost will be charged.			30%附加費: 30% additional cost:		
	於 2021 年 6 月 16 日 後之及現場訂單之申請需額外繳付百分之五十附加費 If the application is lodged after 16 th June, 2021 and on site, a 50% additional cost will be charged.			50%附加費: 50% additional cost:		
總金額 (澳門元) Total Amount (MOP):						

請在光地展位設計圖中 (標準展位參考第15頁) 標註所租用物品位置。將已標註的光地展位設計圖連同此表格遞交至: 澳門友誼大馬路1023號南方大廈4樓S座, 傳真: (853) 2871 8813, 電郵: contractor@mitexpo.mo. Please mark the rented items on the raw space floor plan (refer to the standard booth on page 15), and submit the marked floor plan together with this form to: Avenida da Amizade, No.1023 Edif. Nam Fong, 4^o Andar S, Macau Fax: (853) 2871 8813 E-mail: contractor@mitexpo.mo

展商信息填寫回執 Exhibitor Information Receipt

公司名稱 Company Name: _____ 展位編號 Booth No.: _____
聯絡人 Contact: _____ 手機 Mobile Phone: _____ 傳真 Fax: _____
電郵 E-mail: _____
簽署及公司蓋章 Signature & Stamp: _____ 申請日期 Date: _____



第九屆澳門國際旅遊（產業）博覽會
9.^a Expo Internacional de Turismo (Indústria) de Macau
9th Macao International Travel (Industry) Expo

9: 《展品運輸》申請表 Application Form for Freight Forwarding

表格 9 Form 9	展品運輸 Freight Forwarding	提交截止日期: Deadline: 2021 年 6 月 17 日 17 th June, 2021
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參展商: Exhibitor						展位編號: Booth No					
地址: Address											
聯絡人: Contact		電話: Tel		傳真: Fax		郵箱: Email					
澳門、內地及香港(請在口中打√) Macao Mainland China Hong Kong(Please 'tick' in the box)						付運方式(請在口中打√): Means of Transportation(Please 'tick' in the box)					
<input type="checkbox"/> 澳門公司 金柏國際展覽運輸(澳門)有限公司 聯繫人:梁穎傑 電話: (853) 2838 9486 傳真: (853) 2835 6533 電郵: kerry@jes.com.hk		<input type="checkbox"/> Macao-Based Company JES Logistics (Macao) Limited Contact: Kerry Leong Tel: (853) 2838 9486 Fax: (853) 2835 6533 E-mail: kerry@jes.com.hk				<input type="checkbox"/> 空運 By Air 展品自 _____ 至香港國際機場 Collect exhibits from _____ to Hong Kong International Airport <input type="checkbox"/> 海運 By Sea <input type="checkbox"/> 陸運 By Land					
<input type="checkbox"/> 廣州公司 廣州金怡展覽服務有限公司 聯繫人: 梁錦常 電話: (86) 20-8355 9738 傳真: (86) 20-8355 3765 電郵: frank@jes.com.hk		<input type="checkbox"/> Guangzhou-Based Company Guangzhou JES Exhibition Services Limited Contact: Frank Liang Tel: (86) 20-8355 9738 Fax: (86) 20-8355 3765 E-mail: frank@jes.com.hk									
<input type="checkbox"/> 香港公司 金怡國際展覽有限公司 聯繫人: 簡華鈺 電話: (852) 2563 6645 傳真: (852) 2597 5057 電郵: jerry@jes.com.hk		<input type="checkbox"/> HongKong-Based Company JES Logistics(Macao) Limited Contact: Jerry Kan Tel: (852) 2563 6645 Fax: (852) 2597 5057 E-mail: jerry@jes.com.hk									
箱號 Case No.	尺碼 Size: LxWxH 厘米 cm	體積 VOL.	毛重 (公斤) G.weight(kg)	展品明細 Product Specification		數量 Qty	單價 Unit Price 美金 USD	總價 Total Price 美金 USD	展品處理 Disposals <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C		
總體積 Total Volume					總價 Total Price			A.回運 (Return)			
總重量 Total Weight								B.銷售 (Sell)			
								C.消耗 (Consumed/Give way)			
本人謹此證明以上提供之資料確實無誤 I hereby certified the information provided above is true and correct.											
簽署及公司蓋章 Signature & Stamp						填寫日期 Date					
備註 Notes: 此表格遞交至: 澳門新馬路 99 號南華商業大廈 8 樓 F 室, 傳真: (853)28356533, 電郵: kerry@jes.com.hk This form shall be submitted to: Avenida de Almeida Ribeiro, No.99 Edf. Nam Wah Commercial, 8 andar F, Macau Fax: (853) 2835 6533 E-mail: kerry@jes.com.hk											



10:《展品出館許可單》Exhibit Exit Permission Form

表格 10 Form 10	展品出館許可單 Exhibit Exit Permission Form	展品出館日期及時間: Exhibit Exit Date and Time: 2021 年 7 月 11 日 17:00-22:00 17:00-22:00 11 th July, 2021
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運出展品清單 List for exhibits move-out

序號 No.	貨品明細 Product Specification	數量 Qty
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
總計 Total:		

備註 Notes:

請填妥此表格並通知大會總承建辦公室核實後蓋章，保安人員放行需核對此單及物品。

Please fill in this form and inform the Official Contractor for verification and stamp. Security personnel need to check this list and items for release.

展商信息填寫Exhibitor Information

公司名稱 Company Name: _____ 展位編號 Booth No.: _____

聯絡人 Contact: _____ 手機 Mobile Phone: _____ 傳真 Fax: _____

電郵 E-mail: _____

大會總承建蓋章 Official Contractor Stamp



第九屆澳門國際旅遊（產業）博覽會
9.^a Expo Internacional de Turismo (Indústria) de Macau
9th Macao International Travel (Industry) Expo

11:《光地展位承建商撤展驗收單》 Raw Space Booth Contractor Move-out Acceptance Certificate

表格 11 Form 11	光地展位承建商撤展驗收單 Raw Space Booth Contractor Move-out Acceptance Certificate	驗收截止日期及時間: Acceptance Deadline and Time: 2021 年 7 月 12 日 20:00 20:00 12 th July, 2021
------------------	--	---

公司名稱 Company Name: _____ 展位編號 Booth No.: _____

承建商名稱 Contractor Name: _____ 承建商負責人 Contact: _____

手機 Mobile Phone: _____ 拆展時間 Move-out time: _____

此部份由大會總承建填寫 This part is completed by the Official Contractor
拆展情況 Move-out States: <input type="checkbox"/> 合格 Qualified <input type="checkbox"/> 不合格 Unqualified
備註 Notes:

* 承建商必需於展覽會結束後把展位物料及廢物清理妥當及裝置無任何損壞，並通知大會總承建辦公室檢查驗收並獲通過，則按金將於展覽會結束後一個月內發還。

The contractor must clean up the booth materials and wastes after the exhibition, ensure the installation is free from any damage and notify the Official Contractor for inspection and acceptance, then the deposit will be refunded within one month after the exhibition.

承建商負責人簽署
Contractor Signature

大會總承建負責人簽署
Official Contractor Signature

* 大會總承建留存 Archive by the Official Contractor

表格 11 Form 11	光地展位承建商撤展驗收單 Raw Space Booth Contractor Move-out Acceptance Certificate	驗收截止日期及時間: Acceptance Deadline and Time: 2021 年 7 月 12 日 20:00 20:00 12 th July, 2021
------------------	--	---

公司名稱 Company Name: _____ 展位編號 Booth No.: _____

承建商名稱 Contractor Name: _____ 承建商負責人 Contact: _____

手機 Mobile Phone: _____ 拆展時間 Move-out time: _____

此部份由大會總承建填寫 This part is completed by the Official Contractor
拆展情況 Move-out States: <input type="checkbox"/> 合格 Qualified <input type="checkbox"/> 不合格 Unqualified
備註 Notes:

* 承建商必需於展覽會結束後把展位物料及廢物清理妥當及裝置無任何損壞，並通知大會總承建辦公室檢查驗收並獲通過，則按金將於展覽會結束後一個月內發還。

The contractor must clean up the booth materials and wastes after the exhibition, ensure the installation is free from any damage and notify the Official Contractor for inspection and acceptance, then the deposit will be refunded within one month after the exhibition.

承建商負責人簽署
Contractor Signature

大會總承建負責人簽署
Official Contractor Signature

* 光地展位承建商留存 Archive by the Raw Space Booth Contractor

主辦單位 Organizer



澳門特別行政區政府旅遊局
DIRECÇÃO DOS SERVIÇOS DE TURISMO
MACAO GOVERNMENT TOURISM OFFICE

支持單位 Supporting Entity

中華人民共和國文化和旅遊部
MINISTRY OF CULTURE AND TOURISM OF
THE PEOPLE'S REPUBLIC OF CHINA

承辦單位 Coordinator



澳門特別行政區政府文化局
INSTITUTO CULTURAL do Governo da R.A.E. de Macau



澳門中華總商會
The Macao Chamber of Commerce



澳門工會聯合總會
Federação das Associações dos Operários de Macau



澳門歸僑總會



澳門旅遊業議會
TRAVEL INDUSTRY COUNCIL OF MACAU



澳門貿易投資促進局
Instituto de Promoção do Comércio e do Investimento de Macau
Macao Trade and Investment Promotion Institute



澳門街坊會聯合總會
União Geral das Associações dos Mordores de Macau



澳門婦女聯合總會
Associação Geral das Mulheres de Macau



澳門旅遊商會
ASSOCIAÇÃO DAS AGÊNCIAS DE TURISMO DE MACAU
ASSOCIATION OF MACAO TOURIST AGENTS



Associação de Hotéis de Macau
Macao Hotel Association 澳門酒店協會

協辦單位 Co-organizers



澳門旅行社協會
Associação das Agências de Viagens de Macau
Macao Travel Agency Association



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參展查詢 / Enquiry:

電話 / TEL : (853) 2870 3707

傳真 / FAX : (853) 2870 0238

官方網站 / Website : www.mitexpo.mo

電子郵箱 / E-mail : info@mitexpo.mo