



第十三屆澳門國際旅遊（產業）博覽會  
13.<sup>a</sup> Expo Internacional de Turismo (Indústria) de Macau  
13<sup>th</sup> Macao International Travel (Industry) Expo

澳門威尼斯人 - 金光会展 - 展馆ABC  
The Venetian Macao - Cotai Expo - Hall ABC

25 - 27/4/2025



# 參展商手冊

## Exhibitor's Manual

### 主办单位 Organizer



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

### 参展查询 / Enquiry:

电话 / TEL : (853) 2870 3707

传真 / FAX : (853) 2870 0238

官方网站 / Website : [www.mitexpo.mo](http://www.mitexpo.mo)

电子邮箱 / E-mail : [info@mitexpo.mo](mailto:info@mitexpo.mo)

官网  
Official Website



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## 承辦單位 Coordinator



### 澳門旅行社協會

Associação das Agências de Viagens de Macau  
Macau Travel Agency Association

澳门友谊大马路1023号南方大厦4楼A座  
电话 : (853) 2870 3707  
传真 : (853) 2870 0238  
电邮 : info@mitexpo.mo

Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.º andar A  
Tel : (853) 2870 3707  
Fax : (853) 2870 0238  
E-mail : info@mitexpo.mo

## 大会总承建及大会主场管理服务 Official Contractor and On-site Management Service



### MCICE

Macau China International Convention and Exhibition Group Limited  
澳門中國國際會展集團有限公司

澳门友谊大马路1023号南方大厦4楼  
A、I、M、N、O、P、Q、R、S、T、V、X、Z座  
电话: (853) 2870 0828/6680 3332  
传真: (853) 2870 1083  
电邮 : contractor@mitexpo.mo

Avenida da Amizade, No.1023 Edif. Nam Fong, 4.º andar  
A、I、M、N、O、P、Q、R、S、T、V、X、Z, Macau  
Tel: (853) 2870 0828/6680 3332  
Fax: (853) 2870 1083  
E-mail : contractor@mitexpo.mo

### 账户信息

账户名称 :  
澳門中國國際會展集團有限公司

银行名称 : 大豐銀行  
银行账号:  
澳门元 账户号码 : 201-1-11185-4  
港元 账户号码 : 101-1-13699-6  
银行地址 :  
澳门新口岸宋玉生广场418号大丰银行总行大厦

代码 : TFBLMOMX

### Account information

Account name:  
Macau China International  
Convention and Exhibition Group Limited  
Bank name: Banco TAI FUNG  
Bank Account:  
MOP Account No. : 201-1-11185-4  
HKD Account No. : 101-1-13699-6  
Bank Address:  
Tai Fung Bank Headquarters Building, 418,  
Alameda Dr. Carlos d' Assumpção, Macau  
Swift Code : TFBLMOMX

## 大会货运服务 Official Freight Service



JES LOGISTICS (MACAU) LTD  
金柏國際展覽運輸(澳門)有限公司

联络人: 梁颖杰  
电话: (853) 2838 9486  
(853) 6283 2643  
(86) 159 2079 8425  
传真: (853) 2835 6533  
电邮: kerry@jes.com.hk

Contact: Kerry Leong  
Tel: (853) 2838 9486  
(853) 6283 2643  
(86) 159 2079 8425  
Fax: (853) 2835 6533  
Email: kerry@jes.com.hk

### 2.1 名稱

第十三届澳门国际旅游（产业）博览会（以下简称「旅博会」）

### 2.2 地点

澳门威尼斯人金光会展展馆ABC

### 2.3 日期及开放时间

日期：2025年4月25日至4月27日

日期	开放时间
4月25日（专业观众，公众）	11:00-19:00
4月26日（专业观众，公众）	10:00-19:00
4月27日（公众）	10:00-18:00

### 2.4 开幕典礼

日期及时间：2025年4月25日上午10时30分

地点：澳门威尼斯人金光会展展馆A主舞台

### 2.5 旅博会性质

由澳门特别行政区政府旅游局主办，是专业配对、公众开放相结合，允许现场销售产品的平台。

### 2.6 布展及撤展时间\*

类别	进场	日期	时间
大会总承建商	展场搭建	4月21-23日	09:00-23:00
		4月24日	09:00-13:00
	进场撤展	4月27日	18:00-23:00
		4月28日	09:00-23:00
光地展位承建商	展场搭建	4月22日	13:00-23:00
		4月23-24日	09:00-23:00
	进场撤展	4月27日	18:00-22:00
		4月28日	09:00-20:00
标准展位参展商	进场布展	4月24日	13:00-22:00
	进场撤展	4月27日	18:00-22:00

\* 资料仅供参考，旅博会更新消息将于网站 [www.mitexpo.mo](http://www.mitexpo.mo) 发布，请参展商留意。

### 2.7 参展商及承建商上落货车通行证及使用须知

a. 场地供应将向参展商及其所委托的承建商 / 物流供应商等收取澳门元 60.00 作为上落货车通行证之费用。每张上落货车通行证只可单次使用，只有持有通行证之车辆方可进入会场卸货区。当车辆进入会场卸货区时，司机将收到一张印上进场时间的计时卡。所有车辆必须于 45 分钟内离开卸货区，每 15 分钟超时罚款澳门元 60.00。

b. 展览会场范围车辆行驶速度不得超过 15 公里 / 小时，行驶速度超出限制之车辆将被拒绝进入卸货区。

c. 在特殊情况下，大会可禁止任何车辆进入及离开卸货区，而毋须事先通知。大会将不会补发上落货车通行证及其已付的（额外）上落货车申请费用。

d. 每张上落货车通行证只可于卸货区卸货，司机及其助手不得使用此通行证进入展览会场。

e. 上落货车通行证不得给予他人使用。

f. 上落货车通行证若遗失，须赔偿澳门元 60.00。

### 2.8 免费泊车

地点	日期	时间
澳门威尼斯人金光会展展馆D (参展商)	2025年4月24日	08:00-22:00
	2025年4月25日	08:00-22:00
	2025年4月26日	08:00-20:00
澳门威尼斯人金光会展展馆D	2025年4月27日	08:00-20:00

### 2.9 穿梭巴士

大会设有穿梭巴士，可参考旅博会网页 [www.mitexpo.mo](http://www.mitexpo.mo)，取得最新消息。

### 2.1 Name of the Expo

13<sup>th</sup> Macao International Travel (Industry) Expo ("MITE")

### 2.2 Venue

The Venetian Macao - Cotai Expo Hall ABC

### 2.3 Schedule

Exhibition Period: 25<sup>th</sup> -27<sup>th</sup> April 2025

Date	Hours
25 <sup>th</sup> April (Trade Visitors, General Public)	11:00-19:00
26 <sup>th</sup> April (Trade Visitors, General Public)	10:00-19:00
27 <sup>th</sup> April (General Public)	10:00-18:00

### 2.4 Opening Ceremony

Date and time : 25<sup>th</sup> April 2025, 10:30am

Venue: Main stage at The Venetian Macao - Cotai Expo Hall A

### 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	Approach	Date	Hours
Official Stand Contractor	Installation	21 <sup>st</sup> -23 <sup>rd</sup> April	09:00-23:00
		24 <sup>th</sup> April	09:00-13:00
	Dismantlement	27 <sup>th</sup> April	18:00-23:00
		28 <sup>th</sup> April	09:00-23:00
Custom-build Booth Contractor	Installation	22 <sup>nd</sup> April	13:00-23:00
		23 <sup>rd</sup> -24 <sup>th</sup> April	09:00-23:00
	Dismantlement	27 <sup>th</sup> April	18:00-22:00
		28 <sup>th</sup> April	09:00-20:00
Standard Booth Exhibitor	Move-in	24 <sup>th</sup> April	13:00-22:00
	Dismantlement	27 <sup>th</sup> April	18:00-22:00

\* For reference only, Please find the latest updates at MITE official website: [www.mitexpo.mo](http://www.mitexpo.mo)

### 2.7 Goods Vehicle Pass for Expo Hall Loading Docks Entry

a. A fee of MOP 60.00 will be charged for every pass issued at the Off-Site Staging Area by the Venue provider. Maximum unloading and loading time are confined to 45 minutes at the Venetian Loading Docks. Over-time surcharge is based on MOP 60.00 per 15 minutes or part thereof, in excess of the normal 45 minutes.

b. The speed limit within the Exhibition Venue is 15km/h. Vehicles exceeding the speed

c. The Venetian reserves the right and absolute discretion in refusing entry of any vehicles despite them possessing a valid "Goods Vehicle Pass", without prior notice.

d. The "Goods Vehicle Pass" is only for use by goods vehicles entering The Venetian Loading Docks. The pass should not be used for entry into the Exhibition Venue by the driver or assistant.

e. The "Goods Vehicle Pass" is non-transferable.

f. A penalty of MOP 60.00 will be charged for lost passes.

### 2.8 Free Parking

Location	Date	Hours
The Venetian Macao - Cotai Expo Hall D ( Exhibitor )	24 <sup>th</sup> April, 2025	08:00-22:00
	25 <sup>th</sup> April, 2025	08:00-22:00
	26 <sup>th</sup> April, 2025	08:00-20:00
The Venetian Macao - Cotai Expo Hall D	27 <sup>th</sup> April, 2025	08:00-20:00

### 2.9 Shuttle bus

Shuttle bus service will be provided. Please refer to MITE official website: [www.mitexpo.mo](http://www.mitexpo.mo) for the latest information.

### 3.1

搭建期间参展商及搭建商需配戴《参展证》及《施工证》方可进入展馆。

### 3.2

参展商进场承建时间以《参展商手册》为准。

### 3.3

进场人员须佩戴证件(类型参照《参展商手册》第9页),不得转借,丢失需于旅博会入口登记处补办。

### 3.4

参展商不得在所属展位范围以外地方摆放或操作任何用作推广及销售物品(如宣传架、遥控玩具等)。倘因参展商违规引起任何意外或法律诉讼等事宜,须承担全部责任。

### 3.5

参展商不得提供或举办任何有赌博成份的游戏或售卖任何有博彩成份的奖券。

### 3.6

参展商应控制使用之影音器材所产生之音量,不得造成任何滋扰。若大会认为音量超出可接受标准(70分贝),经劝喻后情况未见改善,展位使用权将会即时被终止。

### 3.7

参展商必须确保展位至少有一名机构代表负责看守展位。若大会管理人员发现展位长时间未有代表看守,大会有权将展位暂时封存。

### 3.8

参展商只可在展位内陈列商品,并须保持清洁与整齐。大会严禁任何明火煮食。所有售卖食品,须符合卫生要求。

### 3.9

参展商不得于展览场地内使用压缩气体所填充之气球。

### 3.10

参展商不得于展览场地内进行拍卖活动。

### 3.11

参展商不得在展会未结束时拆卸展位或提前撤展。

### 3.12

光地展位的参展商,需要聘用澳门特别行政区许可之合法工人为其搭建展位,亦需按照澳门政府规定为该等人士购买劳工保险。倘有违规,大会有权要求停止搭建工作;如属非法劳工事件,将交由劳工事务局及相关政府部门处理。承建商或参展商须自行承担因违规而产生的责任。

### 3.13

承建商及参展商于进场布展、撤展及展览期间损毁会场之物品或任何第三者之财物,须为其造成之损毁作出一切赔偿。

### 3.1

Exhibitor and Contractor are required to wear the Badge while entering the exhibition hall during installation.

### 3.2

Exhibitors shall refer to the Exhibitor's 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's Manual for the specific type). Badges shall not be transferred, and shall be re-issued at the registration office outside Hall A once lost.

### 3.4

Exhibitors shall not place or operate any promotional 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 organize 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 MITE Organizer as exceeding the standard (70 dB), and no improvement is made after the MITE Organizer's advice, the exhibitor's right to use the booth will be suspended immediately.

### 3.7

Exhibitors must ensure that their booth is manned by at least one of their team members. If the site management finds that a booth has been unattended for a long time, the MITE Organizer has the right to temporarily close the booth.

### 3.8

Exhibitors shall only display products in their own booths and maintain the booths clean and tidy. Cooking on open flame 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 the closing time.

### 3.12

Exhibitors of custom-build 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 MITE Organizer reserves the right to terminate the installation. If illegal workers are involved, the case shall be handed over to the Labour Affairs Bureau or relevant authorities. Contractors or exhibitors concerned shall bear all responsibilities arising from such violations.

### 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

严禁承建商及参展商在标摊围板上、展馆墙面及地面等公共区域随意划线、装钉钉子及固定物体等。

### 3.15

展场内严禁喷漆、烧焊及使用电锯。

### 3.16

参展商撤展须填写附件表格10：《展品出馆许可单》通知大会总承建办公室核实后盖章，保安人员放行需核对此单及物品。

### 3.17

光地展位承建商撤展完成时，须填写附件表格11：《光地展位承建商撤展验收单》，通知大会总承建办公室验收签署后方为有效，以及作为退还按金的凭证。

### 3.18

承建商及参展商不得使用电路不规格的电器装置。

### 3.19

大会有权将开关掣及超载保护分线箱放于展位内的适当位置。

### 3.20

为确保光地展位承建商按规定时间内如期进场搭建，须于**2025年3月24日**前向大会主场管理服务缴交“清理废物按金”。按200澳门元/平方米计算（清理废物按金最低收取5,000澳门元/展位，最高收取50,000澳门元/展位），以支票形式缴付。支票将于展览结束的45个工作日内，由大会主场管理服务返还。付款帐号信息请参见第1页。

### 3.21 提交参展证明

所有参展商确定参展，需要提交其机构有效之商业登记/营业执照证明副本。

### 3.22 销售产品

- ① 参展商拟在现场销售产品，需填报《销售产品资料表》，并于**2025年3月7日**前将电子文档发至info@mitexpo.mo。未填报之产品严禁在现场销售。《销售产品资料表》可在官网“下载中心”下载。
- ② 参展商现场销售产品，须用澳门元明确标价，并向消费者提供销售收据。
- ③ 参展商现场销售产品，须符合《食品标签法》之相关规定。可在[https://bo.io.gov.mo/bo/i/92/33/declei50\\_cn.asp](https://bo.io.gov.mo/bo/i/92/33/declei50_cn.asp) 查阅。

### 3.14

Contractors and exhibitors are prohibited from drawing lines, hammering nails, and fixing objects on public areas such as booth structures, walls and grounds of the venue.

### 3.15

No spray paint, welder or electric saw are 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 the form, and the security personnel must verify the list and the items for release.

### 3.17

After dismantling and moving out of the stand space, the custom-build Booth Contractor must fill in the Form 11: "Custom-build Booth Contractor Move-out Acceptance Certificate" and notify the Official Contractor who will sign it upon acceptance and this will serve as a certificate for refund of the deposit.

### 3.18

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

### 3.19

The Organizers' 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 custom-build is completed as scheduled, all contractors are required to lodge "waste disposal deposit" to the On-site Management Service before **24<sup>th</sup> March, 2025**. Based on the standard rate of MOP200/sq.m, the deposit for each booth ranges from MOP5,000 to MOP50,000. The deposit shall be lodged by cheque. It will be refunded to the parties concerned within 45 working days by the On-site Management Service after MITE is closed.

Please refer to page 1 for the account information.

### 3.21 Submission of Exhibitor Certificates

Copies of valid business registration documents/business licenses shall be submitted by all confirmed exhibitors to MITE.

### 3.22 Product Sales

- ① A completed "Sales Goods Declaration Form" should be sent in digital format to info@mitexpo.mo before **7<sup>th</sup> March, 2025** for the sales of product at the designated premise. The sales of product not included in the declaration form is not allowed. The "Sales Goods Declaration Form" is available under "Download" on MITE official website.
- 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. Available at <https://bo.io.gov.mo/bo/i/92/33/declei50.asp> (Portuguese version)

为配合澳门特别行政区政府环境保护局「源头减废、资源回收」的固体废物处理政策，减少大型活动耗用自然资源及过后对废物处理设施造成的压力，响应绿色会展倡议，大会建议参展商及承建商参考《大型活动的减废指引》采取以下措施：

### 4.1 参展商

- a. 建议展位设计遵从减少、重用及回收的原则，使用环保物料，以减少搭建时造成的废弃物。
- b. 优先使用含有再造成分的产品，如再造纸、橡胶地垫、以及其他回收物料。避免使用由聚氯乙烯（PVC）制作的布置材料，避免使用一次性的大型道具或活动设备。
- c. 鼓励现场尽量不售卖塑胶瓶装的水或饮品。与观众互动活动，鼓励参与者自备环保袋，以及可循环使用的餐盒、餐具和水杯，减少一次性塑胶瓶的使用，并温馨提示有关用品应事先清洁好。
- d. 现场派发的纪念品，应考虑少包装、简约、具实用性等绿色原则。

### 4.2 承建商

- a. 建议现场谨慎装潢及拆除摊位，以提高物料重复使用的可行性及比例；而不可重复使用的材料，请妥善进行分类及资源回收。
- b. 现场废弃物料须分类回收，包括：纸类、塑胶、金属、玻璃樽、电池等类别。回收处理须以清晰的类别名称作提示，减少误投机会。保持环境的清洁卫生。
- c. 撤展拆除大型展板及含有一定量的金属支架之组件时，弃置前须对有关废弃物作适当的预处理，将可重用的物料作（如金属）拆解及回收，避免对垃圾焚化中心的运作造成影响。而可燃的废弃物需切割成符合有关规定的尺寸（直径不能超过100毫米）及长度（不能超过3米长），再运往垃圾焚化中心处理。

In response to the solid waste disposal policies of the Environmental Protection Bureau (DSPA) 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, MITE advises 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 these utensils should be cleaned beforehand.
- d. The souvenirs handed out on-site should follow the “green principle”, and have such features as minimum packaging, simplicity and functionality.

### 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-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 bracket 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.

## 标准展位

### Standard booth

**面积:** 9平方米

**结构:** 3米 x 3米 x 2.5米高, 白色围板

(标准展位A: 单面入口, 标准展位B: 双面入口)

### 配置:

- 楣板 (印有公司名称及展位号):  
标准展位A: 1个, 标准展位B: 2个
- 咨询台1张 (配大会 logo 饰面)  
尺寸: 1mLx0.5mWx0.75mH
- 折椅 2张
- 射灯 2盏
- 13Amp/220V/(500W) 插座 (固定) 1个
- 废纸篓 1个
- 9平方米地毯
- 洽谈桌1张及折椅2张 (仅限B2B展商)

**Area:** 9m<sup>2</sup>

### Structure:

3m x 3m x 2.5m(h) with white laminated panels,  
(standard booth A: 1-side open,  
standard booth B: 2-side open)

### Configuration:

- Fascia board (printed with company name and booth number):  
standard booth A: 1 set, standard booth B: 2 set
- Information desk (with MITE logo) with 2 folding chairs  
size : 1mLx0.5mWx0.75mH
- Spotlight x2
- 13A/220V(500W) power socket x1 (fixed)
- Waste paper basket x1
- 9m<sup>2</sup> carpet
- Meeting table x1 with 2 folding chairs (For B2B Exhibitor only)

### 标准展位A (单入口)

#### Standard booth A (1-side open)



### 标准展位B (双入口)

#### Standard booth B (2-side open)





## 6.1 仓储须知

旅博会不对参展商提供仓储服务，参展商所有物品及设备，须自行负责保管或向大会主场管理服务咨询。

## 6.2 设计图

参展商或其承建商请于**2025年3月14日**前将展位设计图，包括效果图（展位全貌清晰可见）、施工图（标示出所有尺寸及材质物料等）、电力图（标示出电力装置位置及用电量明细）以电邮呈交至大会主场管理服务。图则比例须不少于1:100，并须注明真实尺寸附上平面布置图、展位正视图、电力装置及视听器材等资料。

与疏散门相邻的展位，请在背板处留出1米通道。

展位设计图经大会总承建商审核通过并签字盖章后，方可进场施工。审查不合格的需整改，并在**2025年3月24日**前报送整改资料。敬请按时间要求递交资料，以免延误工期。

参展商或承建商需随展位设计图，附上承建商主要联系人姓名、联系方法及其承建商商业登记副本或M1副本等资料。

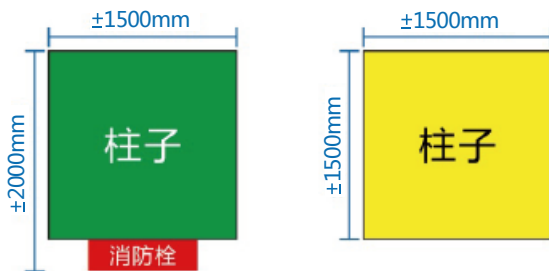
## 6.3 高度限制

参展商若搭建超过3.9米高之光地展位或双层展位，请联系大会主场管理服务，并递交安全证明书（经澳门特别行政区政府认可之注册工程师批出）。安全证明书须于**2025年3月24日**前递交，批准后方可进场施工。

## 6.4 展馆内柱处理

平面图中绿色柱子，正面有消防柜及消防水喉设备。搭建包柱时，请留出0.5米距离；正面包柱还需留门，并留出1.5米距离。高度超过3.9米请递交安全证明书。

平面图中黄色柱子，正面有灭火筒，搭建包柱时，请留出0.5米距离，并将灭火筒放置包柱墙体地面处。高度超过3.9米请递交安全证明书。



## 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. For enquiry, please contact the On-site Management Service.

## 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 Management Service before **14<sup>th</sup> March, 2025** by email. 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 **24<sup>th</sup> March, 2025** 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.

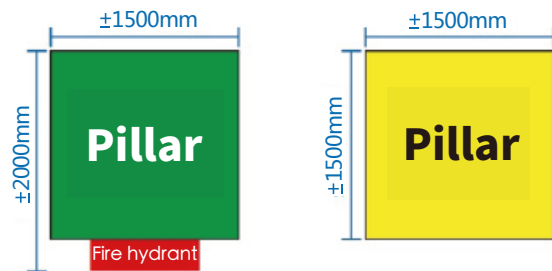
## 6.3 Height Limit

Exhibitors must contact the On-site Management Service and submit a Safety Report (issued by a qualified engineer/surveyor acknowledged by Macao SAR Government) for the construction of any booths in custom-build that exceeds 3.9 m in height or any two-storey structures. The Safety Report shall be submitted for review before **24<sup>th</sup> March, 2025**. 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，须符合澳门特别行政区政府消防安全法规及条例。所有为光地展位施工的承建商需在工作范围内放置一个或以上的合格灭火筒。

### 6.6 装潢物料或废物处理及清洁

参展商或承建商须将装潢物料或废物自行带离会场。搁置于公共通道的装潢物料大会将视为弃置物品。如大会代为清理后，将会向承建商收取相关的清理费。

### 6.7 恶劣天气

在展位搭建、展品进场、展位布置及展会期间：

- a. 若澳门地球物理暨气象局在上午八时三十分前悬挂八号风球或黑色暴雨警告讯号，会场将会暂停开放。
- b. 若澳门地球物理暨气象局于当日下午一时前除下 / 改挂较低风球或暴雨警告讯号，会场将于两小时后重开。
- c. 若澳门地球物理暨气象局于当日下午一时后除下 / 改挂较低风球或暴雨警告讯号，会场将会关闭一天。  
(如有任何更新，以大会最后公布为准)

### 6.8 知识产权

- a. 参展商严禁在会场内售卖、展示或摆放任何盗版或未经授权生产的物品，会场内绝对禁止任何侵犯知识产权的行为。倘有充分证据显示参展商售卖或展示上述产品，将被视作违规行为处理，大会有权终止其展位使用权，并交由海关或有关政府部门处理。
- b. 参展商如在展位内使用任何视听作品（包括播放录音或录像制品等），须确保有关作品已取得著作权或是相关权利人的许可。

### 6.9 免责条款

- a. 参展商违反大会《参展商手册》而衍生的一切费用及损失须承担其责任。
- b. 大会基于在不可抗力（如火灾、水灾、灾难、疫症、地震、贸易制裁、民众暴动、政府规限等）情况下，视实际情况考虑旅博会延期或取消举行。大会保留对展览会之取消、更改性质、规模及展览日期长短之权利，参展商不能因此向大会追讨任何损失，而大会亦无须承担任何责任。

### 6.5 Fire Precautions

All construction materials must comply with all applicable fire prevention regulations stipulated by the Macao SAR Government. Contractors of custom-build 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:

- a. If Typhoon Signal No.8 or Black Rainstorm Warning Signal is issued by the Macao Meteorological and Geophysical Bureau (SMG) before 8:30am, the exhibition venue will be temporarily closed.
- b. If Typhoon Signal No.8 or Black Rainstorm Warning Signal is lowered or cancelled before 1:00pm on the same day by the SMG, the exhibition venue will be reopened in two hours.
- c. If Typhoon Signal No.8 or Black Rainstorm Warning Signal is lowered or cancelled after 1:00pm on the same day by the SMG, the exhibition venue will be closed for the whole day.  
(If there are any changes, please refer to the final announcement disseminated by MITE)

### 6.8 Intellectual Property

- a. Exhibitors are prohibited from selling, displaying or demonstrating any unauthorized or pirated products. Activities of violating intellectual property right are strictly prohibited in the venue. When there are sufficient evidence for sale or display of above-mentioned products, exhibitors will be regarded as violating the regulation of MITE, which will be terminated immediately and will be reported to the Customs and Excise Department or corresponding governmental entities.
- b. Exhibitors should ensure that any visual or sound material (including vocal or visual recordings) to be displayed in the booth must hold the relevant copyright license or authorization by corresponding copyright holder.

### 6.9 Disclaimer

- a. Exhibitors shall be liable for all costs and damages arising from any breach of the Exhibitor's Manual.
- b. 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 MITE, 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) 大会证件类别及办理

## Badge Type & Application

### 7.1 证件类别

所有承建商及参展商须持证件进场，严禁转让证件给他人使用，大会保安人员有权查核持证人身身份。

### 7.1 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).



#### 参展商

- ① 参展商可于旅博会网页www.mitexpo.mo网上登记，**2025年4月24日**进场时，在澳门威尼斯人一楼金光会展入口登记处领取证。

领证时间	日期	时间	地点
展会前	17-22/4/2025 (星期日为休息日)	10:00-19:00	澳门友谊大马路 南方大厦4楼A座
展会现场	24-27/4/2025	09:00-18:00	威尼斯人一楼 金光会展入口

(注：携参展商公司名片及身份证明文件领取入场证件)

#### Exhibitor Badge

- ① Exhibitors can register on the official website of MITE www.mitexpo.mo. Exhibitors may acquire their badges at the Registration Counter at The Venetian Macao - First Floor - Cotai Expo Entrance from **24<sup>th</sup> April, 2025** before entering the exhibition venue.

Badge collection	Date	Hours	Location
Before the exhibition	17 <sup>th</sup> -22 <sup>nd</sup> April, 2025 (Sunday Day Off)	10:00-19:00	Avenida da Amizade, No.1023 Edif. Nam Fong, 4.º andar A
Exhibition site	24 <sup>th</sup> -27 <sup>th</sup> April, 2025	09:00-18:00	The Venetian Macao - First Floor - Cotai Expo Entrance

(Note: Bring the exhibitor's business card and identity document to receive the admission pass)

#### ② 施工证

施工证需聘用澳门特别行政区许可之合法工人为其搭建展位。由参展商指定之承建商使用，申办需填写附件《施工证、指导证》申请表，填妥后以邮箱或传真发送至大会总承建；申请截止日期为**2025年3月24日**。2025年4月14日开始领取证件。  
地址：澳门友谊大马路1023号南方大厦4楼「旅博会总承建」办公室，传真：(853) 2870 1083，电邮：contractor@mitexpo.mo，咨询电话：(853) 2870 0828。

#### ② Contractor Badge

Exhibitors of custom-build shall employ legal workers of the Macao Special Administrative Region (MSAR) for booth construction. The Contractor Badge shall be used by contractors appointed by the exhibitors. Please fill out the "Application Form for Contractor and Instructor Badges", and send to the Official Contractor via e-mail or fax before **24<sup>th</sup> March, 2025**. Applicants may acquire their badges starting from **14<sup>th</sup> April, 2025**.

Address: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.º andar, Macau, Fax: (853) 2870 1083, Email: contractor@mitexpo.mo, Contact Phone No.: (853) 2870 0828.

#### ③ 指导证

指导证为经澳门劳工事务局批覆的非澳门特别行政区合法人现场进行指导性工作所使用。申办需填写附件《施工证、指导证》申请表，填妥后以邮箱或传真发送至大会总承建；申请截止日期为**2025年3月24日**。2025年4月14日开始领取证件。  
地址：澳门友谊大马路1023号南方大厦4楼「旅博会总承建」办公室，传真：(853) 2870 1083，电邮：contractor@mitexpo.mo，咨询电话：(853) 2870 0828。

#### ③ Instructor Badge

The Instructor Badge is designed for non-local workers with legal identities to serve as temporary instructors at the exhibition venue, as approved by the Labour Affairs Bureau of the MSAR. Please fill out the "Application Form for Contractor and Instructor Badges", and send to the Official Contractor via e-mail or by fax before **24<sup>th</sup> March, 2025**. Applicants may acquire their badges starting from **14<sup>th</sup> April, 2025**.

Address: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.º andar, Macau, Fax: (853) 2870 1083, Email: contractor@mitexpo.mo, Contact Phone No.: (853) 2870 0828.

### 8.1 电力供应原则

大会提供展览馆内基本照明服务。

所有电力装置须由合格电器技师安装。电力装置图需于**2025年3月24日**前电邮：contractor@mitexpo.mo。现场搭建完毕后，大会主场管理服务公司将进行测试，合格方可供电。

#### \*大会标准摊位供电时间：

**2025年4月24日 08:00-23:00**

### 8.2 电力接驳

为保障安全及电力供应之稳定性，所有电力接线须由大会主场管理服务公司施行。

### 8.3 电力供应规格

标准电力供应为：单相220伏特(V)50赫(Hz)；三相380伏特(V)50赫(Hz)。电力供应将于当日展览结束后的30分钟关闭。

### 8.4 额外租用(标准展位)

标准展位参展商如需额外(超过大会提供500瓦插座用电)申请电，需填妥附件的表格2：《标准展位电力租用》申请表，连同所需附件资料交与：澳门友谊大马路1023号南方大厦4楼「旅博会总承建」办公室或传真：(853) 2870 1083或电邮：contractor@mitexpo.mo，付款账号信息请参见第1页。咨询电话：(853) 2870 0828。

### 8.5 额外租用(特装展位)

特装展位参展商或承建商申请电力则需填妥附件的表格3：《特装展位电力租用》申请表，连同所需附件资料交与：澳门友谊大马路1023号南方大厦4楼「旅博会总承建」办公室或传真：(853) 2870 1083或电邮：contractor@mitexpo.mo，付款账号信息请参见第1页。咨询电话：(853) 2870 0828。

### 8.6 临时电力申请

在现场申请临时电力供应，请联络大会主场管理服务(威尼斯人一楼金光会展入口)

### 8.1 Principles of Power Supply

The On-site Management Service 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 E-mail: contractor@mitexpo.mo before **24<sup>th</sup> March, 2025**. The power can only be supplied after the on-site installation is completed and tested to be qualified by the On-site Management Service.

#### \*Exhibition Standard Booth Power Supply Schedule:

**24<sup>th</sup> April, 2025 08:00-23:00**

### 8.2 Power Connection

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

### 8.3 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 closing of the exhibition on each exhibition day.

### 8.4 Extra Electricity Rental (Standard Booth)

For standard booth exhibitors requiring extra electricity (more than the 500W socket power provided by the On-site Management Service), Form 2: "Application Form for Standard Booth Electricity Rental" shall be submitted. Please complete this form and send it together with all the necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.<sup>o</sup> andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Enquiry tel no.: (853) 2870 0828.

### 8.5 Extra Electricity Rental (Custom-build Booth)

For standard booth exhibitors or contractors requiring extra electricity, Form 3: "Application Form for Custom-build Booth Electricity Rental" shall be submitted. Please complete this form and send it together with all necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.<sup>o</sup> andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Enquiry tel no.: (853) 2870 0828.

### 8.6 Temporary Overall Power Supply

For application of temporary on-site power supply, please contact the On-site Management Service. (The Venetian Macao - First Floor - Cotai Expo Entrance)

### 9.1 供排水服务

参展商或承建商若需于展位设供排水设备，请联系大会主场管理服务公司，需填妥附件的表格4:《供排水设备租用》申请表，并在展位图上标注安装地点。连同所需附件资料交往：澳门友谊大马路1023号南方大厦4楼「旅博会总承建」办公室 或 传真：(853) 2870 1083 或 电邮：contractor@mitexpo.mo。付款账号信息请参见第1页。咨询电话：(853) 2870 0828。

### 9.2 通讯科技服务

参展商若需设置或安装宽频等科技服务，需联系大会主场管理服务公司，需填妥附件的表格5:《通讯科技服务租用》申请表。客户有责任在电脑通讯设备系统或个人电脑安装防火墙、防毒电脑软件，以防电脑病毒侵入；宽频上网（下载/上传）网速会因应用户数量而有所影响。

如需设置信用卡签帐系统，须要求信用卡终端机供应商设定在终端机拨打接线之前须拨打“9”字。根据澳门金融管理局之规定，信用卡终端机供应商必须是澳门注册的认可金融机构。

### 9.1 Water Supply and Drainage Equipment Service

Exhibitors or contractors requiring water supply and drainage equipment in their booths shall contact the On-site Management Service, by submitting Form 4: "Application Form for Water Supply and Drainage Equipment Rental", and marking the installation spot on the booth floor plan. Please complete this form and send it together with all the necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.º andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Enquiry tel No.: (853) 2870 0828.

### 9.2 ICT Service

Exhibitors requiring ICT service such as internet connection, shall contact the On-site Management Service, 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.

### 10.1 地理位置

澳门位于中国东南沿岸的珠江三角洲与东北偏东的香港相距约64公里。由澳门半岛、凼仔及路环两个离岛组成。总面积共33.3平方公里。经澳门半岛关闸可到达珠海市；经位于路凼城的莲花大桥可到达横琴；经港珠澳大桥可到达香港。

### 10.2 人口及语言

澳门人口约有686,600人（截至2024年第三季）。官方语言有中文及葡文。居民日常沟通普遍使用广东话、普通话、英语。

### 10.3 签证

以下国家地区可享免签证待遇或落地签证，详情请到以下网站浏览：<http://www.dsi.gov.mo/>或<http://www.fsm.gov.mo/>。大会可向中国内地参展商发出邀请函，以便办理来澳签证。

### 10.1 Geographic Location

Macao is located at the western bank of the Pearl River Delta in southeastern China and 64km southwest of Hong Kong. Covering an area of 33.3 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 Hengqin through the Lotus Bridge in Cotai; and to Hong Kong through the Hong Kong-Zhuhai-Macao Bridge.

### 10.2 Population and Languages

Macao is home to a population of about 686,600 in the third quarter of 2024, with Chinese and Portuguese being the official languages. Cantonese, Mandarin, and English are commonly used for daily communication among residents.

### 10.3 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.



## 1: 《施工证·指导证》申请表 Application Form for Contractor and Instructor Badge

表格1 Form 1	<b>施工证、指导证</b> Contractor and Instructor Badge	提交截止日期： Deadline: 2025年3月24日 24 <sup>th</sup> March, 2025
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### 承建商资料 Contractor Information

公司名称 Company Name : \_\_\_\_\_ 展位编号 Booth No. : \_\_\_\_\_  
 联络人 Contact : \_\_\_\_\_ 手机 Mobile Phone : \_\_\_\_\_ 传真 Fax : \_\_\_\_\_  
 电邮 E-mail : \_\_\_\_\_

**施工证 Contractor:** \_\_\_\_\_ **个 PC(S)**      **指导证 Instructor:** \_\_\_\_\_ **个 PC(S)**

■ 请将载有承建商名称、施工工人资料姓名、照片等信息在截止日期前递交至电邮：contractor@mitexpo.mo，本项服务收费如下：

The contractor and Instructor badges contain the name of the contractor, the worker's name and identification photos.

Please submit them to email: contractor@mitexpo.mo before deadline. Application fee applies as follows:

- A. 2025年3月24日前，10澳门元/张                      MOP10/each, before 24<sup>th</sup> March, 2025
- B. 2025年3月25日至4月5日，30澳门元/张              MOP30/each, between 25<sup>th</sup> March and 5<sup>th</sup> April, 2025
- C. 现场办证，50澳门元/张                                  MOP50/each on-site

帐号信息请参见第1页 Please refer to page 1 for the account information

### ■ 人员名单 Name List

项目 No.	姓名 Name	性别 Gender	身份证明文证件编号 Identification No.	身份证明文件类别 Identification Type
1				
2				
3				
4				
5				

### 备注 Remarks:

- 为确保工作人员顺利进场，敬请于截止日期前申请。参展商须缴付展位电费、清理废物按金后，方可领取指导证及施工证。大会不受理个人独立申请；提交资料与证件信息不符的不予受理。  
Exhibitors can only receive the Constructor and Instructor badges after paying booth electricity fees and deposits for waste cleaning. The Expo will not process individual applications, and from those who have submitted information inconsistent with the identification documents. To ensure a smooth entry of the contractors, please submit your application before the deadline.
- 若展位结构的高度等于或超过3.9米，必须提交测量师报告(建筑工程师证明)，核实结构的安全性。  
If the height of the structure equals or exceeds 3.9m, a report from qualified surveyor or a certificate from qualified construction engineer is required to prove the safety of it.

签署及公司盖章 Signature & Stamp : \_\_\_\_\_ 申请日期 Date : \_\_\_\_\_



**1a: 《光地承建商資料》 Contractor Declaration (Custom-build Booth)**

表格1a Form 1a	光地承建商資料 Contractor Declaration (Custom-build Booth)	提交截止日期： Deadline: 2025年3月24日 24 <sup>th</sup> March, 2025
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**參展商資料 Exhibitor Information**

公司名稱 Company Name :	
聯絡人 Contact :	職位 Job Title :
展位編號 Booth No. :	手提電話 Mobile Phone :
展位面積 Booth Area(平方米m <sup>2</sup> ) :	尺寸 Size : 米長 m (L) x 米寬 m (W) x 米高 m (H)

**承建商資料 Contractor Information**

公司名稱 Company Name :	
聯絡人 Contact :	職位 Job Title :
展位編號 Booth No. :	電郵 E-mail :
展位面積 Booth Area(平方米m <sup>2</sup> ) :	手提電話 Mobile Phone :

**備註 Remarks:**

1. 請將此表格填妥後，連同所需附件資料交與：澳門友誼大馬路1023號南方大廈4樓「旅博會總承建」辦公室 或 傳真：(853) 2870 1083 或 電郵：contractor@mitexpo.mo。賬戶信息請參見第1頁。諮詢電話：(853) 2870 0828。

Please complete this form and sent it together with all necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.<sup>o</sup> andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Contact Phone No.: (853) 2870 0828.

2. 所有租用光地展位的參展商或其承建商，須繳交澳門元200.00/平方米(最低保證金為澳門元5,000.00)作為保證工程施工及清理廢物按金，以保證展覽會完竣後，所有大型展位設施之完好及廢物清理妥當。光地參展商或其承建商必須在其攤位拆卸後，撤離展館前填寫表格11《光地展位承建商撤展驗收單》，並得到驗收簽署後，完成整個撤展程序。倘因搭建或撤離工作導致展場內任何設施受損，或有任何廢物棄置 / 任何物料黏附在場館內 / 將廢物丟棄在場館外，當大會代為處理後將向有關參展商或其承建商徵收清理費或直接在其所交付之工程施工及清理廢物按金中扣除。倘有關按金不足以抵扣該等費用，參展商或其承建商須負責支付餘款。其他屬違規情況之行為及對應的扣款。如有關參展商或其承建商於展覽會結束後把展位物料及廢物清理妥當及施工場地無任何損壞，按金則於45 個工作天內發還。

A deposit of MOP200.00 /sqm (minimum of MOP5,000.00) is required. After the dismantling is finished, custom-build exhibitor or its contractor must get the "Custom-build Booth Contractor move-out acceptance Certificate" from the Official Contractor in order to complete the whole dismantling procedure. If any facility is damaged during move-in or move-out, the exhibitor will be liable for all costs incurred. Furthermore, any remaining rubbish (both inside and outside the venue) requiring clean ups by the Organizer will be at the expense of the exhibit or and/or its contractor. The cost may be deducted proportionally from the "Site work and waste disposal deposit". If the deposit is not enough to cover the entire cost, the exhibitor or its contractor are responsible for paying for the remaining amount. The deposit will be fully refunded to exhibitor within 45 days, if waste disposal was handled properly and nothing was damaged.

本公司 \_\_\_\_\_ 特此授權上述承建商直接聯絡大會商議有關展位搭建事宜及遵守大會所訂定的規則。  
Our company \_\_\_\_\_ hereby authorizes the above-mentioned contractor to contact the Organizer directly for matters regarding booth construction. This contractor shall comply with all rules and regulations set by the Organizer.

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





**2: 《标准展位电力租用》申请表 Application Form for Standard Booth Electricity Rental**

表格 2 Form 2	<b>标准展位电力租用</b> Standard Booth Electricity Rental	提交截止日期： Deadline: 2025年3月24日 24 <sup>th</sup> March, 2025
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项目 No.	内容 Items	澳门元 MOP	数量 Quantity	金额 Amount
1	LED射灯-23瓦（白光） LED Spotlight 23W ( Cool White )	160		
2	LED长臂射灯-23瓦（白光） LED Long-arm Spotlight 23W ( Cool White )	180		
3	节能光管-28瓦（白光） Energy Saving Fluorescent Tube 28W ( Cool White )	165		
4	70瓦金卤灯（白光） 70W HQI ( Cool White )	350		
5	150瓦金卤灯（白光） 150W HQI ( Cool White )	480		
6	300瓦金卤灯（黄光） 300W Floodlight ( Warm White )	550		
7	500瓦以上至1000瓦电源插座 500W (or above) -1000W Power Socket	1,200		
8	1000瓦以上至2000瓦电源插座 1000W (or above) -2000W Power Socket	2,150		
9	2000瓦以上至3000瓦电源插座 2000W (or above) -3000W Power Socket	3,150		
10	1000瓦电源插座（24小时用电） Socket 1000W(220V) for 24hours	2,100		
11	2000瓦电源插座（24小时用电） Socket 2000W(220V) for 24hours	3,900		
小计（澳门元） Sub-total (MOP) :				
于2025年3月24日 后之申请需额外缴付百分之三十附加费。 If the application is lodged after 24 <sup>th</sup> March, 2025, a 30% additional fee will be charged.		30%附加费： 30% additional fee:		
于2025年4月1日 后及现场订单之申请需额外缴付百分之五十附加费。 If the application is lodged after 1 <sup>st</sup> April, 2025 and on site, a 50% additional fee will be charged.		50%附加费： 50% additional fee:		
总金额（澳门元） Total Amount (MOP) :				

**备注 Remarks:**

请在展位设计图中（参考第 7 页标准展位）标注所租用物品摆放位置。请将此表格填妥后，连同所需附件资料交往：澳门友谊大马路1023号南方大厦4楼「旅博会总承建」办公室 或 传真：(853) 2870 1083 或 电邮：contractor@mitexpo.mo。账号信息请参见第1页。咨询电话：(853) 2870 0828。

Please mark the rented items on the drawing (refer to the standard booth on page 7), complete this form and sent it together with all necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.<sup>o</sup> andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Contact Phone No.: (853) 2870 0828.

展商信息填写回执 Exhibitor Information Receipt	
公司名称 Company Name : _____	展位编号 Booth No. : _____
联络人 Contact : _____	手机 Mobile Phone : _____ 传真 Fax : _____
电邮 E-mail : _____	
签署及公司盖章 Signature & Stamp : _____ 申请日期 Date : _____	



**3: 《特装展位电力租用》申请表 Application Form for Custom-build Booth Electricity Rental**

表格 3 Form 3	<b>特装展位电力租用</b> Custom-build Booth Electricity Rental	提交截止日期： Deadline: 2025年3月24日 24 <sup>th</sup> March, 2025
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项目 No.	内容 Items	澳门元 MOP	数量 Quantity	金额 Amount
布展及撤展期间临时电源供应 Temporary Power Supply during Installation and Dismantling				
1	只供一件电器用500瓦电源插座（13安培220伏单相拖线插座，不可用于照明装置） 500W sockets for only one electric appliance (Single-phase 13A/220V wiring boards, not for lighting devices)	100		
2	16安培220伏单相供电插座 Single-phase 16A/220V sockets	1,440		
3	32安培380伏3相供电插座 Triple-phase 32A/380V sockets	3,660		
4	63安培380伏3相供电插座 Triple-phase 63A/380V sockets	7,560		
展会期间电源供应 Power Supply during the Expo				
1	2000瓦插座（照明用电） Socket 2000W for lighting only	3,150		
2	32安培220伏单相供电插座 Single-phase 32A/220V sockets	6,750		
3	32安培380伏3相供电插座 Triple-phase 32A/380V sockets	13,500		
4	63安培380伏3相供电插座 Triple-phase 63A/380V sockets	27,000		
5	1000瓦电源插座（24小时用电） Socket 1000W(220V) for 24 hours	2,100		
6	2000瓦电源插座（24小时用电） Socket 2000W(220V) for 24 hours	3,900		
7	3000瓦电源插座（24小时用电） Socket 3000W(220V) for 24 hours	5,700		
小计（澳门元） Sub-total (MOP) :				
于2025年3月24日 后之申请需额外缴付百分之三十附加费。 If the application is lodged after 24 <sup>th</sup> March, 2025, a 30% additional fee will be charged.		30%附加费： 30% additional fee:		
于2025年4月1日 后及现场订单之申请需额外缴付百分之五十附加费。 If the application is lodged after 1 <sup>st</sup> April, 2025 and on site, a 50% additional fee will be charged.		50%附加费： 50% additional fee:		
总金额（澳门元） Total Amount (MOP) :				

此表格需连同所聘用之电工牌照副本交往：澳门友谊大马路1023号南方大厦4楼「旅博会总承建」办公室 或 传真：(853) 2870 1083 或 电邮：contractor@mitexpo.mo。账号信息请参见第1页。咨询电话：(853) 2870 0828。  
Please send this form and the scanned copies of the electricians' licenses recognized by the Macao SAR Government to MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.<sup>o</sup> andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Contact Phone No.: (853) 2870 0828.

展商信息填写回执 Exhibitor Information Receipt	
公司名称 Company Name : _____	展位编号 Booth No. : _____
联络人 Contact : _____	手机 Mobile Phone : _____ 传真 Fax : _____
电邮 E-mail : _____	
签署及公司盖章 Signature & Stamp : _____	申请日期 Date : _____



**4: 《供排水设备租用》申请表 Application Form for Water Supply and Drainage Equipment Rental**

表格 4 Form 4	<b>供排水设备租用</b> Water Supply and Drainage Equipment Rental	提交截止日期： Deadline: 2025年3月24日 24 <sup>th</sup> March, 2025
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项目 No.	内容 Items	澳门元 MOP	数量 Quantity	金额 Amount
布展及撤展期间临时电源供应 Temporary Power Supply during Installation and Dismantling				
1	直径19毫米供水管(供水压力为1.2 - 2 Bar, 连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	排水管设施连污水排水泵 Drainage pipe facility connected with sewage drainage pump	3,255		
3	水槽连供水管, 排水管及排水泵 Sink connected with water supply pipe, drainage pipe and drainage pump	5,425		
小计 (澳门元) Sub-total (MOP) :				
于2025年3月24日 后之申请需额外缴付百分之三十附加费。 If the application is lodged after 24 <sup>th</sup> March, 2025, a 30% additional fee will be charged.		30%附加费 :	30% additional fee:	
于2025年4月1日 后及现场订单之申请需额外缴付百分之五十附加费。 If the application is lodged after 1 <sup>st</sup> April, 2025 and on site, a 50% additional fee will be charged.		50%附加费 :	50% additional fee:	
总金额 (澳门元) Total Amount (MOP) :				

**备注 Remarks:**

请在设计图中标注所租用物品位置。将此表格填妥后, 连同所需附件资料交往: 澳门友谊大马路1023号南方大厦4楼「旅博会总承建」办公室 或 传真: (853) 2870 1083 或 电邮: contractor@mitexpo.mo。账号信息请参见第1页。咨询电话: (853) 2870 0828。  
Please mark the rented items on the floor plan (refer to the standard booth on page 7), and complete this form and sent it together with all necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.º andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Contact Phone No.: (853) 2870 0828.

展商信息填写回执 Exhibitor Information Receipt

公司名称 Company Name : \_\_\_\_\_ 展位编号 Booth No. : \_\_\_\_\_

联络人 Contact : \_\_\_\_\_ 手机 Mobile Phone : \_\_\_\_\_ 传真 Fax : \_\_\_\_\_

电邮 E-mail : \_\_\_\_\_

签署及公司盖章 Signature & Stamp : \_\_\_\_\_ 申请日期 Date : \_\_\_\_\_



**5: 《通讯科技服务租用》申请表 Application Form for ICT Service Rental**

表格 5 Form 5	通讯科技服务租用 ICT Service Rental	提交截止日期： Deadline: 2025年3月24日 24 <sup>th</sup> March, 2025		
项目 No.	内容 Items	澳门元 MOP	数量 Quantity	金额 Amount
通讯设备 Communication Equipment				
1	信用卡线路(不包括信用卡处理机) Credit card lines (excluding POS terminal) - 经PABX系统接驳 - Connected via the PABX system 中国银行银联信用卡处理机：须另外报价；并须在2025年3月15日前申请。 Union Pay Credit Card POS terminal of Bank of China: A separate quotation is required. The applications must be made before 15 <sup>th</sup> March, 2025.	1,100		
数据网络配置服务 Data Network Configuration Service				
2	宽频互联网连接(带宽共用) Broadband internet connection (bandwidth sharing) - 只供电脑，列印机或者手提电脑单机使用；不可连接其他网络设备。 - Only for computers, printers or laptops; cannot connect to other network devices. (RJ-45插头；接口速度及双工自动感应；用户设备必须开启 TCP/IP 和 DHCP 功能和关闭所有代理设置) (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	以太网网络交换机- (8接头交换机) Ethernet switch-(8-connector switch) 供群组用户使用；不包括网线 -For group users; excluding network cables	1,415		
4	以太网网络交换机- (24接头交换机) Ethernet switch-(24-connector switch) 供群组用户使用；不包括网线 -For group users; excluding network cables	4,245		
小计 (澳门元) Sub-total (MOP) :				
于2025年3月24日后之申请需额外缴付百分之三十附加费。 If the application is lodged after 24 <sup>th</sup> March, 2025, a 30% additional fee will be charged.		30%附加费：	30% additional fee:	
于2025年4月1日 后及现场订单之申请需额外缴付百分之五十附加费。 If the application is lodged after 1 <sup>st</sup> April, 2025 and on site, a 50% additional fee will be charged.		50%附加费：	50% additional fee:	
总金额 (澳门元) Total Amount (MOP) :				

**备注 Remarks:**

请在设计图中标注所租用物品位置。请将此表格填妥后，连同所需附件资料交还：澳门友谊大马路1023号南方大厦4楼「旅博会总承包」办公室 或 传真：(853) 2870 1083或 电邮：contractor@mitexpo.mo。账号信息请参见第1页。咨询电话：(853) 2870 0828。  
Please mark the rented items on the custom-build floor plan and complete this form and sent it together with all necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.º andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Contact Phone No.: (853) 2870 0828.

展商信息填写回执 Exhibitor Information Receipt	
公司名称 Company Name : _____	展位编号 Booth No. : _____
联络人 Contact : _____	手机 Mobile Phone : _____ 传真 Fax : _____
电邮 E-mail : _____	
签署及公司盖章 Signature & Stamp : _____ 申请日期 Date : _____	



**6: 《大会展俱租用》申请表 Application Form for Exhibition Furniture Rental**

表格 6 Form 6	<b>大会展俱租用(1)</b> Exhibition Furniture Rental(1)	提交截止日期： Deadline: 2025年3月24日 24 <sup>th</sup> March, 2025
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项目 No.	内容 Items	澳门元 MOP	数量 Quantity	金额 Amount
1	皮椅 (黑) leather chair (Black)	250		
2	折椅 (白) folding chair (White)	100		
3	吧椅 White Barstool	300		
4	伊姆斯椅 (白) Eames Chair (White)	250		
5	单人沙发 (1350mm 阔 x 800mm 深 x 800mm 高) White Single Sofa (1350mm in width x 800mm in depth x 800mm in height)	550		
6	简易桌 (1000mm 阔 x 500mm 深 x 750mm 高) Makeshift Table (1000mm in width x 500mm in depth x 750mm in height)	200		
7	询问台A (1000mm 阔 x 500mm 深 x 750mm 高) Information Desks A (1000mm in width x 500mm in depth x 750mm in height)	500		
	询问台B (1000mm 阔 x 500mm 深 x 1000mm 高) Information Desks B (1000mm in width x 500mm in depth x 1000mm in height)	550		
8	木质圆桌 (600mm x 740mm 高) Round Wooden table (600mm in diameter x 740mm in height)	300		
9	高吧桌 (600mm x 1100mm 高) High Bar (600mm in diameter x 1100mm in height)	380		
10	折叠桌 (1200mm 阔 x 600mm 深 x 750mm 高) Collapsible Table (1200mm in width x 600mm in depth x 750mm in height)	380		
11	有锁地柜 (1000mm 阔 x 500mm 深 x 750mm 高) Floor cabinets with locks (1000mm in width x 500mm in depth x 750mm in height)	500		
12	正方台 (500mm 阔 x 500mm 深 x 750mm 高) Square platforms (500mm in width x 500mm in depth x 750mm in height)	280		
13	玻璃饰柜连有锁地柜 (1000mm 阔 x 500mm 深 x 1000mm 高) Integrated glass showcase and floor cabinets with locks (1000mm in width x 500mm in depth x 1000mm in height)	2,200		
14	高玻璃饰柜 (内置2支50瓦石英灯, 不包括电插座) (1000mm 阔 x 500mm 深 x 2500mm) Tall glass showcase (with 2 50W quartz lamps inserted without sockets) (1000mm in width x 500mm in depth x 2500mm in height)	3,200		
15	等离子电视 (可移动) (42吋) Plasma TV-Portable (42-inch)	1,920		
16	平放式木板 (1000mm 长 x 300mm 深) Flat wood planks (1000mm in length x 300mm in depth)	160		
17	斜放式木板 (1000mm 长 x 300mm 深) Reclining wood planks (1000mm in length x 300mm in depth)	160		
	杂志架 (365mm 阔 x 250mm 深 x 1500mm 高) Magazine shelves (365mm in width x 250mm in depth x 1500mm in height)	450		
18	排队柱连绳 (2个起租) Stanchions with Ropes (minimum order:2)	150		
19	折门 (950mm阔 x 2000mm高) Folding Door (950mm in width x 2000mm in height)	500		
20	绿植 (叶门铁-500mm高) Foliage(500mm in width x 2000mm in height)	180		



第十三屆澳門國際旅遊（產業）博覽會  
13.<sup>a</sup> Expo Internacional de Turismo (Indústria) de Macau  
13<sup>th</sup> Macao International Travel (Industry) Expo

表格 6 Form 6	大会展俱租用(2) Exhibition Furniture Rental(2)	提交截止日期： Deadline: 2025年3月24日 24 <sup>th</sup> March, 2025
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项目 No.	内容 Items	澳门元 MOP	数量 Quantity	金额 Amount
21	绿植 (散尾葵-1000-1500mm高) Green Plant (1000-1500mm in height)	220		
22	桌花 (鲜花) Table Flower	380		
23	隔间板 (1000mm阔 x 2500mm高) Compartment board (1000mm in width x 2500mm in height)	200		
小计 (澳门元) Sub-total (MOP) :				
于2025年3月24日 后之申请需额外缴付百分之三十附加费。 If the application is lodged after 24 <sup>th</sup> March, 2025, a 30% additional fee will be charged.		30%附加费： 30% additional fee:		
于2025年4月1日 后及现场订单之申请需额外缴付百分之五十附加费。 If the application is lodged after 1 <sup>st</sup> April, 2025 and on site, a 50% additional fee will be charged.		50%附加费： 50% additional fee:		
总金额 (澳门元) Total Amount (MOP) :				

**备注 Remarks:**

- 以上项目均为租赁形式，租用人须就该等物品的遗失或损坏负责，并须向标准展位承建商支付相关费用。  
The above items are in the form of lease. The lessee shall be responsible for the loss or damage of these items and pay the relevant fees to the standard booth contractor.
- 已申请并派送到位的家具，如需更换则扣取租赁费用的30%作为人工费、材料费及施工费。  
For the furniture that has been applied for and delivered in place, if it needs to be replaced, 30% of the rental cost will be deducted as labor cost, material fee and construction fee.
- 请在租赁设施位置图(表格6b)中标注所租用物品位置。将已标注的光地展位设计图连同此表格递交至澳门友谊大马路1023号南方大厦4楼「旅博会总承建」办公室，或传真：(853) 2870 1083，或电邮：contractor@mitexpo.mo。  
Please mark the rented items on the Location Map of Leased Facilities (Form 6b), and submit the marked floor plan together with this form to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.<sup>o</sup> andar, Macau, or Fax: (853) 2870 1083, or E-mail: contractor@mitexpo.mo

展商信息填写回执 Exhibitor Information Receipt









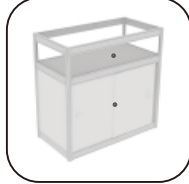








公司名称 Company Name : \_\_\_\_\_ 展位编号 Booth No. : \_\_\_\_\_

联络人 Contact : \_\_\_\_\_ 手机 Mobile Phone : \_\_\_\_\_ 传真 Fax : \_\_\_\_\_

电邮 E-mail : \_\_\_\_\_

签署及公司盖章 Signature & Stamp : \_\_\_\_\_ 申请日期 Date : \_\_\_\_\_

6a: 《租用展俱參考圖》 Reference Pictures of Rental Items

表格 6a Form 6a	租用展俱參考圖 Reference Pictures of Rental Items				提交截止日期： Deadline: 2025年3月24日 24 <sup>th</sup> March, 2025
					
<p>01 皮椅 (黑) Leather Chair (Black) 430W x 440D x 810Hmm</p>	<p>02 折椅 (白) Folding Chair (White) 400W x 400D x 780Hmm</p>	<p>03 吧椅 White Barstool 390W x 340D x 830-1030mmH</p>	<p>04 伊姆斯椅 (白) Eames Chair (White) 460W x 460D x 800Hmm</p>	<p>05 单人沙发 (白) Single Sofa (White) 1350W x 800D x 800Hmm</p>	
					
<p>06 简易桌 Makeshift Table 1000W x 500D x 750Hmm</p>	<p>07 询问台 A/B Information Desks A/B 1000W x 500D x 750H/1000Hmm</p>	<p>08 木质圆桌 Round Wooden table 600 x 740Hmm</p>	<p>09 高吧桌 High Bar 600 x 1100Hmm</p>	<p>10 折叠桌 Collapsible table 1200W x 600D x 750Hmm</p>	
					
<p>11 有锁地柜 Floor cabinets with locks 1000W x 500D x 750Hmm</p>	<p>12 正方台 Square platforms 500W x 500D x 750Hmm</p>	<p>13 玻璃饰柜连有锁地柜 Integrated glass showcase and floor cabinets with locks 1000W x 500D x 1000Hmm</p>	<p>14 高玻璃饰柜 (含灯2只) Tall glass showcase 1000W x 500D x 2500Hmm</p>	<p>15 等离子电视 (可移动) Plasma TV-Portable 42吋 (42 Inch)</p>	
					
<p>16 平放式/斜放式木板 Flat/Reclining wood planks 1000W x 300Dmm</p>	<p>17 杂志架 Magazine shelves 365W x 250D x 1500Hmm</p>	<p>18 排队柱连绳 (2个起租) Stanchions with Ropes minimum order:2P</p>	<p>19 折门 Folding Door 950W x 2000Hmm</p>	<p>20 绿植 (叶门铁) Foliage Approx.500Hmm</p>	
					
<p>21 绿植 (散尾葵) Green Plant Approx.1000-1500Hmm</p>	<p>22 桌花 (鲜花) Table Flower</p>	<p>23 隔间板 Compartment board 1000W x 2500Hmm</p>			

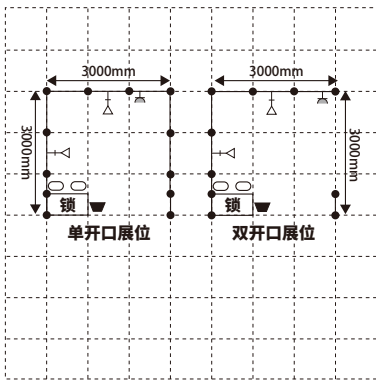
**6b: 《租赁设施位置图》申请表 Application Form for Location Map of Leased Facilities**

表格 6b Form 6b	<h3 style="margin: 0;">租赁设施位置图</h3> <h4 style="margin: 0;">Location Map of Leased Facilities</h4>	提交截止日期： Deadline: 2025年3月24日 24 <sup>th</sup> March, 2025
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**■ 标准展位的参展商如有展位设施位置更改或租赁额外设施,请在下列图示中标明位置:  
The Exhibitor of standard booth who has the intention to change the position of available facilities or to rent additional facilities, please indicate clearly at below drawings**

参考样式

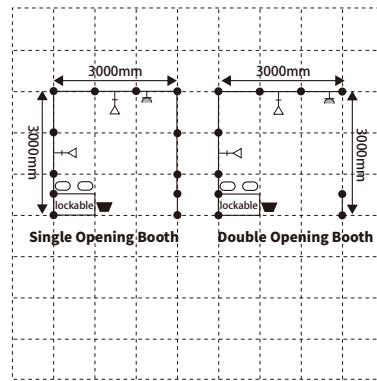
展位号: \_\_\_\_\_ 面积: \_\_\_\_\_ x \_\_\_\_\_



内容	x	数量
有锁询问台	x	1
折椅	x	2
废纸箱	x	1
射灯	x	2
插座(500W)	x	1
	x	
	x	
	x	

Vertical View

Booth No.: \_\_\_\_\_ Booth Size: \_\_\_\_\_ x \_\_\_\_\_

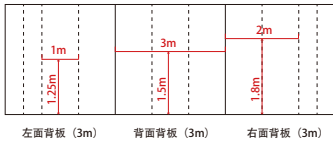


Items	x	Quantity
lockable information counter	x	1
folding chair	x	2
waste paper basket	x	1
LED spotlights	x	2
socket(500W)	x	1
	x	
	x	
	x	

层板位置图:

安装示意图

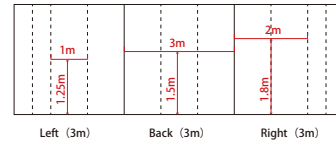
展开图:



H:2.5m

Annotation drawing

Expanded view:



H:2.5m

- 高玻璃饰柜
- 有锁询问台
- 1m 隔间板
- 白摺椅
- 玻璃饰柜连有锁地柜
- 折门
- 1m 层板
- 圆桌
- 射灯
- 插座
- 光管

- Tall glass showcase
- lockable Information Desks
- 1m Compartment board
- Folding chair
- Integrated glass showcase and floor cabinets with locks
- Folding Door
- 1m Flat wood planks/Reclining wood planks
- Round table
- LED spotlights
- socket(500W)
- Energy saving lamp

**备注 Remarks:**

- 所有标准展位配套设施（包括家具及电器）均不可更换。  
All arranged facilities for standard booth (including furniture and electrical appliances) cannot be replaced.
- 参展商的额外设备申请必须在2025年3月24日前提交并缴费成功，方为有效。  
The additional facility's application must be applied and paid successfully before 24<sup>th</sup> March, 2025
- 请将此表格递交至：澳门友谊大马路1023号南方大厦4楼「旅博会总承建」  
办公室或传真：(853) 2870 1083 或 电邮：contractor@mitexpo.mo。账号信息请参见第1页。查询电话: (853) 2870 0828。  
Please complete this form and sent it together with all necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.<sup>o</sup> andar, Macau, or Fax : (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Contact Phone No.: (853) 2870 0828.

展商信息填写回执 Exhibitor Information Receipt

公司名称 Company Name : \_\_\_\_\_ 展位编号 Booth No. : \_\_\_\_\_

联络人 Contact : \_\_\_\_\_ 手机 Mobile Phone : \_\_\_\_\_ 传真 Fax : \_\_\_\_\_

电邮 E-mail : \_\_\_\_\_

签署及公司盖章 Signature & Stamp : \_\_\_\_\_ 申请日期 Date : \_\_\_\_\_

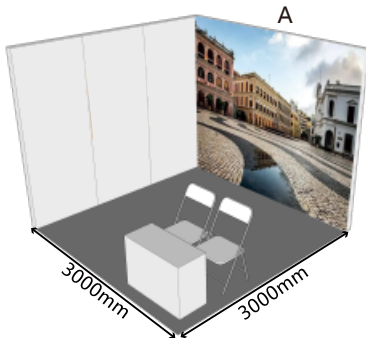




**6c: 《标准展位喷画制作》定制单 Standard Booth Printing Order**

表格 6c Form 6c	<b>标准展位喷画制作</b> Standard Booth Printing Order	提交截止日期： Deadline: 2025年3月24日 24 <sup>th</sup> March, 2025
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项目 No.	材质 Materials	单位 Unit	澳门元 MOP	数量 Quantity	金额 Amount
1	KT板 Foam Board ( 建议尺寸 Suggested Size : 3mW x 2.5mH )	M <sup>2</sup>	240		
小计 ( 澳门元 ) Sub-total (MOP) :					
于2025年3月24日 后之申请需额外缴付百分之三十附加费。 If the application is lodged after 24 <sup>th</sup> March, 2025, a 30% additional fee will be charged.			30%附加费 :	30% additional fee:	
于2025年4月1日 后及现场订单之申请需额外缴付百分之五十附加费。 If the application is lodged after 1 <sup>st</sup> April, 2025 and on site, a 50% additional fee will be charged.			50%附加费 :	50% additional fee:	
总金额 ( 澳门元 ) Total Amount (MOP) :					



**[使用说明]**

- 1.请严格按照规范要求进行视觉设计（平面素材精度200dpi，颜色模式CMYK）；  
Please carry out visual design in strict accordance with the specification requirements (plane material accuracy 200dpi, color mode CMYK);
- 2.最终文件请自行将所有平面内容的描边&字体转曲；  
The graphic files should all be outlined before output;
- 3.最终文件以“文件夹”形式输出，命名规则如下：  
Please submit the output files by folder and name it as “Booth No.\_Expo Name”

参考图尺寸：A: 3mW x 2.5mH  
Suggested Size : A: 3mW x 2.5mH

**备注 Remarks:**

请将此表格填妥后，连同所需附件资料交往：澳门友谊大马路1023号南方大厦4楼「旅博会总承建」办公室 或 传真：(853) 2870 1083 或 电邮：contractor@mitexpo.mo。账号信息请参见第1页。咨询电话: (853) 2870 0828。  
Please complete this form and sent it together with all necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.<sup>o</sup> andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Contact Phone No.: (853) 2870 0828.

展商信息填写回执 Exhibitor Information Receipt

公司名称 Company Name : \_\_\_\_\_ 展位编号 Booth No. : \_\_\_\_\_

联络人 Contact : \_\_\_\_\_ 手机 Mobile Phone : \_\_\_\_\_ 传真 Fax : \_\_\_\_\_

电邮 E-mail : \_\_\_\_\_

签署及公司盖章 Signature & Stamp : \_\_\_\_\_ 申请日期 Date : \_\_\_\_\_



**7: 《搬运物料设备租用》申请表 Application Form for Material Handling Equipment Rental**

表格 7 Form 7		<b>搬运物料设备租用</b> Material Handling Equipment Rental				提交截止日期： Deadline: 2025年3月24日 24 <sup>th</sup> March, 2025			
项目 No.	内容 Items	由 From		至 To		数量 Quantity	使用时间 Total Hours	澳门元 (每小时计) MOP ( by Hour )	金额 Amount
		日期Date (日-月) (dd-mm)	时间Time (时-分) (hh:mm)	日期Date (日-月) (dd-mm)	时间Time (时-分) (hh:mm)				
搬运物料设备租用 Material Handling Equipment Rental									
1	载重2.5公吨之石油气叉车 LPG forklift truck with a capacity of 2.5 metric tons							628	
2	载重5公吨之石油气叉车 LPG forklift truck with a capacity of 5 metric tons							950	
3	铰剪升降台，可高达9.9米高 Hinged lifting platform, up to 9.9							755	
4	曲臂升降台 Crank-type lifting platform							915	
5	油压车（脚车）可载重2公吨物料(脚长度为200公分) Hydraulic pallet truck (200 cm in length) with a capacity of 2 metric tons							80	
6	油压车（脚车）可载重2公吨物料(脚长度为115公分) Hydraulic pallet truck (115 cm in length) with a capacity of 2 metric tons							80	
小计（澳门元）Sub-total (MOP) :									
于2025年3月24日 后之申请需额外缴付百分之三十附加费。 If the application is lodged after 24 <sup>th</sup> March, 2025, a 30% additional fee will be charged.						30%附加费： 30% additional fee:			
于2025年4月1日 后及现场订单之申请需额外缴付百分之五十附加费。 If the application is lodged after 1 <sup>st</sup> April, 2025 and on site, a 50% additional fee will be charged.						50%附加费： 50% additional fee:			
总金额（澳门元）Total Amount (MOP) :									

**备注 Remarks:**

租用服务以四小时起计，提交申请时需交5,000澳门元按金，并于指定地点领取及归还；申请人需自行配备操作员及购买操作员安全保险；请将此表格填妥后，连同所需附件资料交往：澳门友谊大马路1023号南方大厦4楼「旅博会总承建」办公室或传真：(853) 2870 1083 或 电邮：contractor@mitexpo.mo。账号信息请参见第1页。咨询电话：(853) 2870 0828。

The equipment is rented for four hours basis, 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. Please complete this form and sent it together with all necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.º andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Contact Phone No.: (853) 2870 0828.

展商信息填写回执 Exhibitor Information Receipt	
公司名称 Company Name : _____	展位编号 Booth No. : _____
联络人 Contact : _____	手机 Mobile Phone : _____ 传真 Fax : _____
电邮 E-mail : _____	
签署及公司盖章 Signature & Stamp : _____	申请日期 Date : _____



**8: 《吊重设备租用》申请表 Application Form for Hanging Equipment Rental**

表格 8 Form 8	吊重设备租用 Hanging Equipment Rental			提交截止日期： Deadline: 2025年3月24日 24 <sup>th</sup> March, 2025	
项目 No.	内容 Items	使用期 Usage Period		数量 Quantity	每点每日 Per Point Per Day (澳门元)(MOP)
		由 From (日-月)(dd-mm)	至 To (日-月)(dd-mm)		
1	悬挂小于20公斤的横额于展馆天花现有吊点 (横额最大为4米宽x 2米高, 只用2吊点) 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)				每点每活动 Per Point Per Event 1,600
2	悬挂多于20公斤或尺寸大于4米宽x 2米高的横额 于天花现有吊点 Hanging banners more than 20 kg in weight & size bigger than 4mW x 2mH to ceiling existing rigging points				另行报价 Request for Quotation
3	在展馆内提供可承托400公斤之吊点 - 吊点位置 位于展馆现有横梁上 Provide rig points in Exhibition Hall (Capacity 400kg) – On existing I-beam				每点每活动 Per Point Per Event 2,200
4	在展馆内提供可承托400公斤之吊点 - 吊点位置 不位于展馆现有横梁上 Provide rig points in Exhibition Hall (Capacity 400kg) – NOT on existing I-beam				每点每活动 Per Point Per Event 3,000
5	租用半吨手动吊重器 CM Hurricane 1/2 Ton Manual Chain Hoist				800
6	租用一吨手动吊重器 CM Hurricane 1 Ton Manual Chain Hoist				900
7	租用半吨电动吊重器及线材 CM Load 1/2 Ton Electrical Chain Hoist (Check with Hotel) with cables				1,800
8	租用一吨电动吊重器及线材 CM Load 1 Ton Electrical Chain Hoist (Check with Hotel) with cables				2,000
小计 (澳门元) Sub-total (MOP) :					
于2025年3月24日 后之申请需额外缴付百分之三十附加费。 If the application is lodged after 24 <sup>th</sup> March, 2025, a 30% additional fee will be charged.				30%附加费 :	30% additional fee:
于2025年4月1日 后及现场订单之申请需额外缴付百分之五十附加费。 If the application is lodged after 1 <sup>st</sup> April, 2025 and on site, a 50% additional fee will be charged.				50%附加费 :	50% additional fee:
总金额 (澳门元) Total Amount (MOP) :					

请将此表格填妥后, 连同所需附件资料交往: 澳门友谊大马路1023号南方大厦4楼「旅博会总承建」办公室 或 传真: (853) 2870 1083 或 电邮: contractor@mitexpo.mo。账号信息请参见第1页。咨询电话: (853) 2870 0828。

Please complete this form and sent it together with all necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.<sup>o</sup> andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Contact Phone No.: (853) 2870 0828.

展商信息填写回执 Exhibitor Information Receipt	
公司名称 Company Name :	展位编号 Booth No. :
联络人 Contact :	手机 Mobile Phone :
	传真 Fax :
电邮 E-mail :	
签署及公司盖章 Signature & Stamp :	申请日期 Date :



**第十三屆澳門國際旅遊（產業）博覽會**  
**13.<sup>a</sup> Expo Internacional de Turismo (Indústria) de Macau**  
**13<sup>th</sup> Macao International Travel (Industry) Expo**

**9: 《展品运输》申请表 Application Form for Freight Forwarding**

表格 9 Form 9	<b>展品运输</b> Freight Forwarding	提交截止日期： Deadline: 2025年3月24日 24 <sup>th</sup> March, 2025
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参展商: Exhibitor	展位编号: Booth No.
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地址: Address
----------------

联络人: Contact	电话: Tel	传真: Fax	邮箱: Email
-----------------	------------	------------	--------------

澳门、内地及香港(请在口中打√) Macao, Mainland China, Hong Kong(Please 'tick' in the box)	付运方式(请在口中打√) : Means of Transportation(Please 'tick' in the box)
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<input type="checkbox"/> 澳门公司 金柏国际展览运输(澳门)有限公司 联系人: 梁颖杰 电话: (853) 2838 9486 (853) 6283 2643 (86) 159 2079 8425 微信号: kerryL8800 传真: (853) 2835 6533 电邮: kerry@jes.com.hk	<input type="checkbox"/> Macao-Based Company JES Logistics (Macao) Limited Contact: Kerry Leong Tel: (853) 2838 9486 (853) 6283 2643 (86) 159 2079 8425 WeChat-ID: kerryL8800 Fax: (853) 2835 6533 E-mail: kerry@jes.com.hk	<input type="checkbox"/> 空运 By Air 展品自 _____ 至香港国际机场 Collect exhibits from _____ to Hong Kong International Airport  <input type="checkbox"/> 海运 By Sea  <input type="checkbox"/> 陆运 By Land
<input type="checkbox"/> 广州公司 广州金怡展览服务有限公司 联系人: 梁锦常 电话: (86-20) 8355 9738 传真: (86-20) 8355 3765 电邮: 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"/> 香港办事处 金柏国际展览有限公司 联系人: 简华细 电话: (852) 2563 6645 传真: (852) 2597 5057 电邮: info@jes.com.hk	<input type="checkbox"/> HongKong Office JES Logistics Limited Contact: Jerry Kan Tel: (852) 2563 6645 Fax: (852) 2597 5057 E-mail: info@jes.com.hk	

箱号 Case No.	尺码 Size: LxWxH 厘米cm	体积 VOL.	毛重 (公斤) G.weight(kg)	展品明细 Product Specification	数量 Qty	单价 Unit Price 美金USD	总价 Total Price 美金USD	展品处理 Disposals		
								A	B	C
总体积 Total Volume								A.回运 ( Return ) B.销售 ( Sell ) C.消耗 ( Consumed )		
总重量 Total Weight										

本人谨此证明以上提供之资料确实无误  
 I hereby certify the information provided above is true and correct.

\_\_\_\_\_  
 签署及公司盖章 Signature & Stamp

\_\_\_\_\_  
 备注 Notes :

此表格递交至：澳门新马路99号南华商业大厦8楼F室，传真：(853)2835 6533，电邮：kerry@jes.com.hk  
 This form shall be submitted to: Avenida de Almeida Ribeiro, No.99, Edf. Nam Wah Commercial, 8<sup>o</sup> andar F, Macau  
 Fax: (853) 2835 6533 E-mail : kerry@jes.com.hk

\_\_\_\_\_  
 填写日期 Date



**10: 《展品出馆许可单》 Exhibit Exit Permission Form**

表格 10 Form 10	<b>展品出馆许可单</b> Exhibit Exit Permission Form	提交截止日期： Deadline: 2025年4月27日 27 <sup>th</sup> April, 2025
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**运出展品清单 List for exhibits move-out**

序号 No.	货品明细 Product Specification	数量 Qty
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
总计Total :		

**备注 Remarks:**

请填写此表格并通知大会总承建办公室核实后盖章，保安人员放行需核对此单及物品。

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.

**展商信息填写 Exhibitor Information**

公司名称 Company Name : \_\_\_\_\_ 展位编号 Booth No. : \_\_\_\_\_

联络人 Contact : \_\_\_\_\_ 手机 Mobile Phone : \_\_\_\_\_ 传真 Fax : \_\_\_\_\_

电邮 E-mail : \_\_\_\_\_

大会总承建盖章 Official Contractor Stamp



**11: 《光地展位承建商撤展验收单》 Custom-build Booth Contractor Move-out Acceptance Certificate**

表格 11 Form 11	光地展位承建商撤展验收单 Custom-build Booth Contractor Move-out Acceptance Certificate	提交截止日期： Deadline: 2025年4月28日 28 <sup>th</sup> April, 2025
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公司名称 Company Name : \_\_\_\_\_ 展位编号 Booth No. : \_\_\_\_\_  
 承建商名称 Contractor Name : \_\_\_\_\_ 承建商负责人 Contact Person : \_\_\_\_\_  
 手机 Mobile Phone : \_\_\_\_\_ 拆展时间 Move-out time : \_\_\_\_\_

此部份由大会总承建填写 This part is completed by the Official Contractor
拆展情况 Move-out Status : <input type="checkbox"/> 合格 Qualified <input type="checkbox"/> 不合格 Disqualified  备注 Notes :

\* 承建商必需于展览会结束后把展位物料及废物清理妥当及装置无任何损坏，并通知大会总承建办公室检查验收并获通过，则按金将于展览会结束后一个月内发还。  
 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.

\_\_\_\_\_  
 承建商负责人签署  
 Contractor Signature

\_\_\_\_\_  
 大会总承建负责人签署  
 Official Contractor Signature

\* 大会总承建留存 Archive by the Official Contractor

## 主办单位 Organizer



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

## 支持单位 Supporting Entities

中華人民共和國文化和旅游部  
MINISTRY OF CULTURE AND TOURISM OF THE PEOPLE'S REPUBLIC OF CHINA  
中央人民政府駐澳門特別行政區聯絡辦公室  
LIAISON OFFICE OF THE CENTRAL PEOPLE'S GOVERNMENT IN THE MACAO S.A.R.  
中華人民共和國外交部駐澳門特別行政區特派員公署  
Office of the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China in the Macao Special Administrative Region

## 协办单位 Co-organizers



經濟及科技發展局  
Direcção dos Serviços de Economia e  
Desenvolvimento Tecnológico



招商投資促進局  
Instituto de Promoção do Comércio e do Investimento  
Commerce and Investment Promotion Institute



中國－葡語國家經貿合作論壇（澳門）常設秘書處  
SECRETARIADO PERMANENTE DO FÓRUM PARA A COOPERAÇÃO ECONÓMICA E COMERCIAL  
ENTRE A CHINA E OS PAÍSES DE LÍNGUA PORTUGUESA (MACAU)



澳門特別行政區政府文化局  
INSTITUTO CULTURAL do Governo da Região Administrativa Especial de Macau



橫琴經濟發展局  
ECDHengqin



澳門中華總商會  
ASSOCIAÇÃO COMERCIAL DE MACAU  
MACAO CHAMBER OF COMMERCE



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



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



澳門婦女聯合總會  
Associação Geral das Mulheres de Macau  
The Women's General Association of Macau



澳門歸僑總會  
ASSOCIATION OF RETURNED OVERSEAS CHINESE MACAU



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



TRAVEL INDUSTRY COUNCIL OF MACAU



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



澳門酒店旅業商會  
ASSOCIAÇÃO DOS HOTELEIROS DE MACAU  
MACAU HOTELIERS & INNKEEPERS ASSOCIATION

## 承办单位 Coordinator



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



官网  
Official Website



微信  
WeChat



Facebook

## 参展查询 / Enquiry:

电话 / TEL : (853) 2870 3707

传真 / FAX : (853) 2870 0238

官方网站 / Website : [www.mitexpo.mo](http://www.mitexpo.mo)

电子邮箱 / E-mail : [info@mitexpo.mo](mailto:info@mitexpo.mo)