



第一屆中國—葡語國家經貿博覽會 (澳門)

1st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao)

1.^a Exposição Económica e Comercial China-Países de Língua Portuguesa (Macao)

參展商手冊 – 條款與細則

Exhibitor Manual – Rules and Regulations

免責聲明

本參展商手冊中提供的信息由 1.^a C-PLPEX 大會編制，以協助參展商參展。於發佈此手冊時雖然已盡一切努力確保細節正確，唯大會不會對此手冊內所含信息的不準確或遺漏而對任何參展商或任何其他人士承擔任何責任或義務，亦不會就參展商與任何個人、單位或公司簽訂的任何合同或協議負上任何形式的責任。

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聯合指導單位：

- 中華人民共和國商務部
- 中國國際貿易促進委員會（擬）
- 澳門特別行政區政府

主辦單位：

- 澳門貿易投資促進局

支持單位：

- 中國—葡語國家經貿合作論壇（澳門）常設秘書處

協辦單位：

- 安哥拉私人投資與出口促進署
- 安哥拉工商協會
- 巴西出口投資促進局
- 佛得角貿易投資局
- 幾內亞比紹私人投資促進局
- 莫桑比克投資和出口促進局
- 葡萄牙經貿投資促進局
- 聖多美和普林西比貿易投資促進局
- 東帝汶投資促進局
- 赤道幾內亞商會

合作單位：

- 中國與葡語國家企業家聯合會
- 國際葡語市場企業家商會
- 澳門葡語系國家地區酒類及食品聯合商會
- 葡中工商會澳門分會
- 葡萄牙及中國青年企業家協會
- 巴西—中國澳門實業協會
- 葡中中小企業商會
- 巴西青年出口商協會
- 巴西（中國）貿易發展商會

承辦單位：

Co-advisory Organizations:

- Ministry Of Commerce Of The People's Republic Of China
- China Council for the Promotion of International Trade (TBC)
- Macao Special Administrative Region Government

Organisers:

- Macao Trade and Investment Promotion Institute (IPIM)

Supporters:

- Secretariado Permanente do Fórum para a Cooperação Económica e Comercial entre a China e os Países de Língua Portuguesa (Macao)

Co-organisers:

- Agência de Investimento Privado e Promoo das Exportaes (AIPEX)
- Câmara de Comércio e Indústria de Angola (CCIA)
- La Agencia Brasileña de Promoción de Exportaciones e Inversiones (Apex-Brasil)
- Cabo Verde TradeInvest (CVTI)
- Direcção Geral da Promoção ao Investimento Privado (DGPIP)
- Agência para a Promoção de Investimento e Exportações (APIEX)
- Agência para o Investimento e Comércio Externo de Portugal (AICEP)
- Agência de Promoção de Comércio e Investimento, como Balcão Único de Investimento em São Tomé e Príncipe (APCI)
- Agência Especializada de Investimento Timor-Leste (AEI)
- Câmara de Comercio en Guinea Ecuatorial

Cooperators:

- Federação Empresarial da ChinaLa Agencia Brasileña de Promoción de Exportaciones e Inversiones (Apex-Brasil) e dos Países de Língua Portuguesa, Macau
- Associação Comercial Internacional de Empresários Lusófonos
- Associação Comercial Federal de Indústrias da Bebidas Alcoólicas e de Alimentação dos Países e Regiões da Lusofonia de Macau
- Delegação de Macau da Câmara de Comércio e Indústria Luso-Chinesa Macau



● 華諾會展策劃顧問有限公司

電話：+853 8798 9349

傳真：+853 2855 7831

電郵：cplpex@ipim.gov.mo

大會總承建：

● 南光國際會議展覽有限公司

電話：+853 8391 0967

傳真：+853 2871 5986

電郵：nkexpo@126.com

- 大會搭建服務
- 大會功能區設計、搭建及拆卸
- 大會標準攤位設計及搭建
- 大會主、協辦單位特裝、門樓及洽談區設計及搭建
- 清場、垃圾處理工作
- 大會場內廣告位租用及搭建

大會旅行社：

● 好運旅行社有限公司

電話：+853 6218 0016 / +86 15344880016

傳真：+853 2871 7232

電郵：431965481@qq.com

大會物流服務：

● 聯合雅達物流有限公司

電話：+853 6689 7218

傳真：+852 2838 9232

電郵：henry@united-atlanta.com

● Associação de Jovens Empresários Portugal-China

● Câmara de Comércio e Indústria Brazil-China de Macau

● Câmara de Comércio de Pequenas e Médias Empresas Portugal-China

● Instituto Jovem Exportador

● Câmara de Desenvolvimento e Negócios Brasil China

Coordinator:

● Wellknown Exhibition & Convention Consultancy Co., Ltd.

Tel: +853 8798 9349

Fax: +853 2855 7831

Email: cplpex@ipim.gov.mo

Official Stand Contractor:

● Nam Kwong International Conference & Exhibition Co., Ltd

Tel: +853 8391 0967

Fax: +853 2871 5986

Email: nkexpo@126.com

- Construction Support
- Exhibition Functional Area Design, Build and Dismantle
- Exhibition Standard Booth Design and Build
- Official general Contractor services to assist in the setup of the Exhibition area facilities and seminar area
- Cleansing and Garbage Duties Support
- Official On-site Advertising, Space Rental and Construction Support Services

Official Travel Agency:

● Hou Wan Travel Agency Limited

Tel: +853 6218 0016 / +86 15344880016

Fax: +853 2871 7232

Email: 431965481@qq.com

Logistics Support:

● United Atlanta Logistics Limited

Tel: +853 6689 7218

Fax: +852 2838 9232

Email: henry@united-atlanta.com



參展商付款方式：

1. 支票

抬頭：華諾會展策劃顧問有限公司

地址：澳門宋玉生廣場 180 號東南亞商業中心 13 樓 B 座

第一屆中國—葡語國家經貿博覽會（澳門）承辦單位

2. 現金

可親臨第一屆中國—葡語國家經貿博覽會（澳門）承辦單位，以現金（澳門元）支付方式繳付參展費用。

華諾會展策劃顧問有限公司

地址：澳門宋玉生廣場 180 號東南亞商業中心 13 樓 B 座

3. 匯款

銀行名稱：中國銀行（澳門分行）

帳戶：18-25-01-10-27379784（澳門元 MOP）

戶名：華諾會展策劃顧問有限公司

匯款代碼：BKCHMOMX

地址：澳門蘇亞利斯博士大馬路 323 號中國銀行大廈

*參展商須以澳門元結算參展費用

Payment Methods:

1. Cheque

Money orders should be made payable to "WELLKNOWN EXHIBITION & CONVENTION CONSULTANCY COMPANY LIMITED"

Address: Alameda Dr. Carlos D' Assumpcao No.180, 13 Andar, B13 Edif. Tong Nam Ah Central Comercio Macau

1st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao) Coordinator

2. Cash

Please come to 1st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao) Coordinator to pay The Exhibitor Fee by cash (MOP).

WELLKNOWN EXHIBITION & CONVENTION CONSULTANCY COMPANY LIMITED

Address: Alameda Dr. Carlos D' Assumpcao No.180, 13 Andar, B13 Edif. Tong Nam Ah Central Comercio Macau

3. Bank Transfer

Bank Name: Bank of China (Macau Branch)

A/C No.: 18-25-01-10-27379784 (MOP)

A/C Name: WELLKNOWN EXHIBITION & CONVENTION CONSULTANCY COMPANY LIMITED

Swift Code: BKCHMOMX

Address: No.323 Ave. Doutor Mario Soares, Edifício do Banco da China, Macau

*Exhibitors must settle their participation fees in MOP



(一) 資料簡介

1.1 展覽會名稱

第一屆中國—葡語國家經貿博覽會 (澳門) (1.^a C-PLPEX)

1.2 地點

澳門威尼斯人金光會展館 A

1.3 展覽會日期及開放時間

日期	時間	對象
10 月 19 日 (星期四)	12:00 - 19:00	專業觀眾
10 月 20 日 (星期五)	12:00 - 19:00	全面對外開放
10 月 21 日 (星期六)	10:00 - 19:00	全面對外開放
10 月 22 日 (星期日)	10:00 - 18:00	全面對外開放

1.4 開幕典禮

於 2023 年 10 月 19 日上午假澳門威尼斯人金光會展舉行

1.5 展覽會性質

“中國—葡語國家經貿博覽會 (澳門)” 以建設中葡品牌為目標，組織中國內地及葡語國家政府之企業代表組團參與，引進更豐富的中國內地及葡語國家經貿展品，並作為 “中國—葡語國家經貿合作論壇 (澳門)” 成立 20 周年系列活動之一。

為了讓參與者全方位感受葡語國家的獨有魅力，大會特設有多項精彩活動，包括論壇、推介會及葡語國家酒及咖啡品鑑，讓與會者充分接觸和體驗葡語國家產品，為葡語國家產品打進內地市場創造無限商機。

1.6 商業配對洽談區、推介會及會議區及簽約儀式

為協助參展商及與會者尋找商要合作伙伴及機會等，大會設置商業配對洽談區、推介會及會議區，提供免費的商業配對服務及會場服務，協助企業開拓商機。同時，展會期間會為促成的合作交易提供簡單而隆重的簽約儀式。另外，大會於商業配對區內提供在澳投資「一站式」服務、法律事務諮詢、CEPA 諮詢等服務。

參展商及與會者可透過澳門貿易投資促進局特設「網上商業配對服務平台」，為展商及買家提供自助化商業配對洽談服務。用戶可免費使用自助配對功能，提供或尋找合作項目，自行於展會期間安排會面時間及使用排程功能。(bm.ipim.gov.mo)

1.7 觀眾進場

專業觀眾可於網上或現場登記索取參會證；公眾人士可於會場大門入口及其他指定地點索取免費入場券。

1.8 佈展及撤展時間表

1. General Information

1.1 Name of the Exhibition

1st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao) (1.^a C-PLPEX)

1.2 Venue

Hall A, Cotai Expo, The Venetian Macao

1.3 Exhibition Period and Opening Hours

Date	Time	Target
19 th Oct (Thursday)	12:00 - 19:00	Professional audience
20 th Oct (Friday)	12:00 - 19:00	Open for Public
21 st Oct (Saturday)	10:00 - 19:00	Open for Public
22 nd Oct (Sunday)	10:00 - 18:00	Open for Public

1.4 Opening Ceremony

19th Oct, 2023, at Cotai Expo, The Venetian Macao

1.5 Nature of the Exhibition

With the objective of building Sino-Portuguese brands, “1st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao)” organizes delegations from the governments of Mainland China and Portuguese-speaking countries to introduce more abundant economic and trade exhibits from Mainland China and Portuguese-speaking countries. It will also serve as one of the series of activities for the 20th anniversary of “Fórum para a Cooperação Económica e Comercial entre a China e os Países de Língua Portuguesa (Macao)”.

To fully experience the unique charm of Portuguese-speaking countries, the exhibition organises a number of immersive activities, including seminars, promotion sessions and Portuguese-speaking countries’ wine and coffee tasting sessions for buyers to experience and know about Portuguese-speaking countries’ products, leading to their exploration of the mainland China’s market.

1.6 Business Matching Area and Seminar and Meeting Area, Signing Ceremony

To assist Exhibitors and Visitors in their search for business partners, franchisees and agents, 1.^a C-PLPEX specially established the Business Matching Area and Seminar and Meeting Area, providing free “Business Matching Service” for all participants to develop business opportunities at free space during the Exhibition. Meanwhile, the signing ceremony of successful transaction and co-operation projects is being hosted during the Exhibition. On the other hand, “One-stop Service” for investing in Macao, legal advisory service, CEPA Advisory Service and related services are available for all participating entrepreneurs at the “Business Matching Area” during 1.^a C-PLPEX.

Macao Trade and Investment Promotion Institute has developed the “Online Business Matching Service Platform” to exhibitors and buyers to enjoy automated business matching services. Through this platform, registered users will be able to publicize or look for projects, screen possible



大會總承建商	展場搭建	10 月 15-17 日	09:00-22:00
		10 月 18 日	09:00-13:00
	展場拆卸	10 月 22 日	18:00-22:00
		10 月 23 日	09:00-20:00
一般承建商	展場搭建	10 月 16-17 日	09:00-22:00
		10 月 18 日	09:00-13:00
	展場拆卸	10 月 22 日	18:00-22:00
		10 月 23 日	09:00-18:00
參展商	佈展	10 月 18 日	14:00-22:00
	撤展	10 月 22 日	18:00-22:00

*資料僅供參考，以大會最後公佈為準

1.9 展覽場地貨運限制

樓層負重：每平方米 1.2 噸

貨梯：1 部

貨用通道：闊 5.5 至 9 米，高 4.3 米

1.10 大會網站

www.cplpex.mo 為大會網站，大會最新消息將於網站發佈，請參展商留意。

1.11 展覽館平面圖

最新平面圖請留意大會網站 www.cplpex.mo。

1.12 參展商及承建商上落貨車輛通行證及使用須知

- 場地供應將向參展商及其所委託的承建商 / 物流供應商等收取澳門元 60.00 作為上落貨通行證之費用。每張上落貨車輛通行證只可單次使用，只有持有通行證之車輛方可進入會場卸貨區。當車輛進入會場卸貨區時，司機會收到一張印上進場時間的計時卡。所有車輛必須於 45 分鐘內離開卸貨區，每 15 分鐘逾時罰款澳門元 60.00。
- 展覽會場範圍車輛行駛速度不得超過 15 公里 / 小時，行駛速度超出限制之車輛將被拒絕進入卸貨區。
- 在特殊情況下，大會可禁止任何車輛進入及離開卸貨區，而毋須事先通知。大會將不會補發上落貨車輛通行證及其已付的 (額外) 上落貨車輛申請費用。
- 每張上落貨車輛通行證只可於卸貨區卸貨，司機及其助手不得使用此通行證進入展覽會場。
- 上落貨車輛通行證不得給予他人使用。
- 上落貨車輛通行證若遺失，須賠償澳門元 60.00。

matching projects, and pre-arrange meetings with interested parties and arrange a preliminary meeting schedule. (bm.ipim.gov.mo)

1.7 Entry for Visitors

Professional Visitor Badge will be provided through online registration or on-site registration; Public can obtain entry tickets for free at the Venue main entrance or other channels.

1.8 Move-in and Move-out Schedule

Official Contractor	Installation	15 th - 17 th October	09:00-22:00
		18 th October	09:00-13:00
	Dismantlement	22 nd October	18:00-22:00
		23 th October	09:00-20:00
General Contractors	Installation	16 th - 17 th October	09:00-22:00
		18 th October	09:00-13:00
	Dismantlement	22 nd October	18:00-22:00
		23 th October	09:00-18:00
Exhibitors	Move-in	18 th October	14:00-22:00
	Move-out	22 nd October	18:00-22:00

*The above information is for reference only, please refer to the final announcement of the organiser.

1.9 Venue Loading Specification

Floor load: 1.2 tons per square meter

Freight elevator:1

Cargo channel: 5.5 to 9 meters wide, 4.3 meters tall

1.10 Official Website

The latest news will be posted at the official website: www.cplpex.mo.

1.11 Exhibition Hall Floor Plan

Latest floor plan will be posted at the official website: www.cplpex.mo.

1.12 Goods Vehicle Pass for Expo Hall Loading Docks Entry

- A fee of MOP60.00 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 MOP60.00 per 15 minutes or part thereof, in excess of the normal 45 minutes.
- The speed limit within the Exhibition Venue is 15km/h. Vehicles exceeding the speed limit will be barred from entering the Exhibition Venue.
- 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.
- 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.



- v. The “Goods Vehicle Pass” is non-transferable.
- vi. A penalty of MOP60.00 will be charged for lost passes.



(二) 參展須知

2.1 定義

- i. 「大會」指第一屆中國—葡語國家經貿博覽會(澳門)。
- ii. 「參展商」指任何以政府、商會、獨資經營、合夥人或有限公司名義參展者(或其代表)、代理及僱員,其參展之申請已被正式接納者。
- iii. 「會場」指澳門威尼斯人金光會展展館 A 範圍內的地方。
- iv. 「大會承建商」指大會指定進行標準展位搭建,並負責展場用電規劃、電器設施接駁,提供租用展具服務之公司。
- v. 「本手冊」指本參展商手冊。

2.2 參展資格

- i. 參展商向大會遞交參加表格後,大會將根據申請表格的要求及條款細則考慮其申請。大會擁有絕對的決定權,在不給予任何理由或解釋下接受或拒絕申請者有關展覽的申請。
- ii. 參展商必須接受,申請表格一經簽署後,即代表其同意遵守此規則內的所有條款,及大會所有額外條款和規則,並同意承擔所有有關責任。

2.3 參展付款方式

- i. 參展費用須於付款通知發出後 15 日內繳交。如參展商未能於指定期限前繳付參展費,大會有權將展位收回。(付款方式見 P.7)
- ii. 大會將保留是否接納參展申請之最終決定權;倘不接納該參展申請,大會將退回有關資料及款項予申請人。
- iii. 參展商如取消參展或減少所預訂攤位之數目或參展面積,有關費用將不予退還。
- iv. 倘於開展前發生非大會所能控制的不可抗力事故(如惡劣天氣及颱風、火災、水災、災難、地震、疫症、貿易制裁、民眾暴動、政府規限等)而導致展覽不能如期舉行,大會保留對展覽會之取消、延期、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。有關之參展費將扣除大會之運作成本後,按比例退還予參展商(不包括利息)。退還費用以參展商實際繳納之參展費用為限。

2.4 場地分配

- i. 大會保留隨時更改展覽計劃或場地安排的權利,並毋須事先向參展商作出通知。
- ii. 大會可全權分配及規劃各展區場地及展位所在位置,參展商的一切有關投訴將不獲受理。
- iii. 大會有權修改展覽場地的圖則及/或於必須時,調動參展商已獲分配的展位。參展商不得向大會追討任何賠償。

2. Exhibitor Notice

2.1 Definition

- i. "Organiser" means the 1st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao) (1.^a 1st C-PLPEX).
- ii. "Exhibitor" refers to any government, chambers of commerce, sole business, partnerships or limited company participants (or their representatives), agents and employees, with application for Exhibition that has been formally accepted.
- iii. "Venue" means Hall A, Cotai Expo, The Venetian Macao
- iv. "Official Contractor" means the company officially appointed by the Organiser for the construction of standard booths, responsible for the electricity plan connection of electrical facilities in the Venue, and provision of rental service for Exhibition equipment.
- v. "Manual" means this Exhibitor's Manual.

2.1 Eligibility of Exhibitor

- i. Upon submission of application form from Exhibitors, the Organiser will consider the application in accordance with the terms and conditions on the application form. The Organiser has the absolute right to accept or reject the application for Exhibition, without the obligation to provide reason or explanation.
- ii. Exhibitor must accept that the application form, once signed, is on its behalf agree to abide by all the terms and provisions of this manual and all the additional rules there in, developed by the Organiser and agree to bear all the relevant responsibilities.

2.3 Payment for Exhibition

- i. All Exhibitors should settle their appropriate application fee within 15 days after the bill is issued. Otherwise, the Organiser reserves the right to decline application. (See P.7 for payment methods)
- ii. The Organiser reserves the rights to accept or refuse exhibition applications. In the event an application is refused, the organiser will return all information submitted by the applicant and refund the applicant.
- iii. If an Exhibitor withdraws or reduces the number of booth(s) or rental area for whatever reason, the application fee is non-refundable.
- iv. The Organiser reserves the right to cancel, postpone, alter in nature, scale, shorten or extend the duration of the Exhibition at any time without incurring any liability whatsoever to the Exhibitor due to circumstances beyond the Organiser's control, such as adverse weather, typhoons, nature disasters, plague, embargo, civil unrest, legal proceedings or government regulations that make it impossible or impractical, for the Organiser in their absolute discretion to hold the Exhibition. The Exhibitor shall have no claim against the Organiser or their agents or representatives, whether for loss or damage. For the Exhibition Fee paid to the Organiser, only the remaining (if any) will be refunded to the Exhibitor, with no interest, after deducting all the expenses and costs incurred by the Organiser. After deducting the operating costs of the organiser based on



- iv. 為保持展會之整體形象，對於在大會開幕的第一天沒有如期到場參展的空置展位，大會將將其封存或作其他用途，並毋須事先向參展商作通知。對此，參展商不得向大會追討任何賠償。

2.5 參展商進場及撤展守則

- i. 參展商必須依照經大會批准之設計圖則準時進行安裝自建展位，及須於大會指定之時限內完成。大會保留權利改建或清拆任何不符合已提交的圖則、大會所訂定之標準或展會規則的展位，毋須給予通知，相關費用一概由參展商承擔。
- ii. 參展商必須避免於進場、撤展及展覽期間損毀會場之物品或任何第三者之財物。否則，當事人必須為其造成之損毀作出一切賠償。
- iii. 參展商不可在牆上、地面或場地建築物任何部分之表面裝嵌固定物件。此外，參展商在使用任何物件配置時必須注意公眾安全。
- iv. 會場內不得使用噴漆、燒焊器或電鋸。
- v. 參展商撤展必須向大會索取撤展許可單。大會將授權保安人員檢查擬撤離展館的商品。
- vi. 主辦單位不負責接收或貯藏任何參展品或展位物料，參展商應自行安排職員負責。

2.6 大會證件類別

大會識別出入會場的人員身份，分別印製三款工作證件：

證件類別	登記資料日期	取證日期	取證地點 / 方式
*參展商證	9 月 22 日 或之前	10 月 12 日 或之前	C-PLPEX 承辦單位 - 華諾會展策劃顧問有限公司
*大會工作人員證	9 月 22 日 或之前	10 月 12 日 或之前	C-PLPEX 承辦單位 - 華諾會展策劃顧問有限公司
*承建商工作證	10 月 06 日 或之前	10 月 11 日 或之前	大會總承建 - 南光國際會議展覽有限公司
		10 月 17 日 下午 2 時後	展會現場 - 大會總承建商櫃台

華諾會展策劃顧問有限公司

地址：澳門宋玉生廣場 180 號東南亞商業中心 13 樓 B 座

南光國際會議展覽有限公司

地址：澳門羅理基博士大馬路南光大廈九樓

*參展商證 - 每個展位免費獲發三個參展商證，於展覽會期間（包括佈展及撤展），參展商必需配戴該證件進出。所有參展商證嚴禁轉借他人使用。辦理參展商證，可透過使用手冊內之表格 2A 或於大會網頁下載，填妥後電郵至第一屆中國—葡語國家經貿博覽會（澳門）承辦單位郵箱 cplpex@ipim.gov.mo。

*大會工作人員證 - 為確保財物安全，所有出入會場的有關工作人

the actual participation fee paid by the exhibitor.

2.4 Venue Allocation

- i. Organiser reserves the right at any time to change the plans or Venue allocation of the Exhibition, without prior notice to Exhibitors.
- ii. Organiser has full discretion in the allocation and planning of the Exhibition booth space and location of all Exhibitors participating in the Exhibition. Complaint of that nature will not be accepted.
- iii. Organiser has the right to modify plans as and when necessary such as reallocation of booths that has been allocated to Exhibitors and the Exhibitors will not be able to receive any compensation from the Organiser.
- iv. In order to maintain the image of the Exhibition, for Exhibitors who do not show up on the first day of the Exhibition, the Organiser reserves the right to seal or assign other usage for any vacant booth, without prior notice to Exhibitors. Exhibitors will not receive any compensation on from the Organiser.

2.5 Move-In and Move-Out (Booth Installation on & Decoration and Displays)

- i. Exhibitors should install their booths (self-installation) in time, strictly to what have been approved by the Organiser based on the submitted layouts, and the installations must be finished before the deadline. The Organiser takes its right to make necessary modification or to dismantle any booth that fails to comply with the submitted layout, standards set by the organiser or the Exhibition Regulation, without prior notice. All incurred extra costs will be on the relevant Exhibitor's expense.
- ii. Exhibitors should not damage any belongings in the Venue or that belonging to the other parties during Move-In, Move-Out or throughout the Exhibition. Compensation will be charged to the damager(s).
- iii. No fixed facility can be assembled on walls, floors or any parts of the Venue architecture. Furthermore, usage of any facility should be handled with caution with consideration to public safety.
- iv. No spray paint, welder, or electric saw is allowed.
- v. Each Exhibitor should receive a permit when moving out of the Venue. The Organiser authorizes the right to the appointed security to check on the relevant exhibits.
- vi. Organiser is not responsible for receiving or storing any booth materials or exhibits. Exhibitors should make their own arrangements of staff on this.

2.6 Badge Types

Identity of the staff moving in and out of the Exhibition will be examined by the Organiser and the following three types of official working badges will be issued:



員均需佩戴有效證件，大會保安人員有權查核持證人的身份。

*承建商工作證 - 供非大會指定承建商於搭建展位及拆卸展位時使用。所有承建商工作證嚴禁轉借他人使用。承建商工作證須向大會總承建申請，可透過手冊內之表格 2C 或於大會網頁下載。

2.7 展位搭建及佈置

- 展台搭建及佈置必須符合澳門特區政府現行的法例及大會承建商的要求。否則，大會有關終止有關工程，而所衍生的任何費用將由參展商及其所聘用之承建商完全承擔。非大會承建商工作證須事前向大會總承建商申請。進入會場後到大會總承建商櫃檯登記，領取承建商工作證。
- 租用光地展位的參展商均需要聘用澳門特區政府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，大會有關要求停止搭建工作，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。參展商或其承建商須自行承擔因違規而產生的一切責任。參展商需填寫手冊內之表格 2B「光地承建商資料申報表」，為其承建商進行申報，參展商或其承建商須填寫手冊內之表格 2C「光地承建商工作證」申請工作證（詳細資料，請參考表格 2C）。辦理證件時除填寫手冊內之表格 2C「光地承建商工作證」外，並需提供承建人員身份證副本 1 份及近照 1 張。不受理個人的獨自申請。提交資料與申請資料不一致的，不予受理。
- 參展商對原有的展位搭建結構不能自行改動，一切展位維修及改裝必須先獲得大會批准，由大會承建商負責。如於展會期間，須在開放時間過後方可進行任何工程。
- 所有用以搭建和裝修展位或設施的材料須具防火功能及符合澳門特區政府消防安全規則。
- 所有高度超過 3.9 米的展位，必須先獲大會總承建批准方可搭建。

2.8 展品進口

所有參展用展品（包括贈品、零售、試食食品）之進口均須符合澳門特別行政區法律規定。如有任何疑問，請致電或瀏覽以下網頁。

- 澳門海關：
查詢熱線：+853 8989 4317
<http://www.customs.gov.mo>
- 經濟及科技發展局對外貿易及經濟合作廳/對外貿易處：
查詢熱線：+853 8597 2602
<https://www.dsedt.gov.mo>
- 市政署：
查詢熱線：+853 8795 2643 / +853 8795 2646

Type	Pre-registration Date	Badge Collection Date	Location / Method of Badge Collection
*Exhibitors Badge	By 22 nd Sep Or before	12 th Oct Or before	Wellknown Exhibition & Convention Consultancy Company Limited
*Staff Badge	By 22 nd Sep Or before	12 th Oct Or before	Wellknown Exhibition & Convention Consultancy Company Limited
*Contractor Badge	By 6 th Oct Or before	By 11 th Oct Or before	Nam Kwong International Conference & Exhibition Co., Ltd.
		After 17 th Oct 2 pm	On-Site Official Contractor Counter

Wellknown Exhibition & Convention Consultancy Company Limited

Address: No.323 Ave. Doutor Mario Soares, Edifício do Banco da China, Macau

Nam Kwong International Conference & Exhibition Co., Ltd

Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao

* Exhibitors Badge - Each Exhibition booth will be given three Exhibitor Badges. During the period of Exhibition (Including moving in & moving out), Exhibitor must always wear the badge at all times in the Venue and should not pass his badge to any other person. Application for Exhibitor badge shall be done by filling in the application form (Form 2A) which can be found in this manual or downloaded from the official website. Please fill in and return to the 1st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao) Coordinator by email.

*Staff Badge - For security purpose, all working staff should wear the working badge. The organiser reserves the right

* Contractor Badge - Designed specifically for Non-Official Contractor during booth installing and dismantling periods. All badges are strictly non-transferable. Non-Official Contractor must apply the badge from the Official Contractor by filling in the Form 2C, which can be found in this manual or downloaded from the official website.

2.7 Booth Design & Construction

- All booth construction and decoration must be in accordance with all applicable legal law of Macao SAR and terms and regulations from the Organiser. Otherwise, the Organiser reserves the right to terminate the construction. Exhibitor and their Contractor should bear any expenses incurred thereafter. All Non-Official Stand Contractors should register and obtain the authorized badges at the official stand Contractor's Counter before entering the Exhibition Hall.
- Only legal workers of Macao SAR should be appointed by Exhibitors of raw space for booth construction. According to



<https://www.iam.gov.mo/c/food/adminDefault>

2.9 展品運輸

- i. 所有的運輸事宜由參展商委託運輸代理負責，大會對此不負任何責任。
- ii. 參展商需自行安排接收或貯存參展之展品、貨物及展位物料。
- iii. 貨運工人需由一名參展商代表陪同方可將貨物搬進會場。
- iv. 有關展覽場地以外之運輸事宜，參展商可以選擇自行安排將展品運往指定集貨點或聯絡大會承運商安排，參展商必須於展覽期前 10 個工作天前聯絡大會承運商。
- v. 參展商如需於澳門境外收貨，必須於展覽期前 1 個月與大會承運商聯絡。
- vi. 展覽場地內所有入場及出場運輸必須由大會承運商負責，參展商必須於展覽期前 7-10 個工作天內聯絡大會承運商，並提供所有貨物資料（種類、尺寸、重量）。
- vii. 展覽場地內所有運輸工具由大會承運商提供，如需租用可提前向大會承運商聯絡安排。
- viii. 展覽會正式開幕後及展覽會結束前後不可將展品搬離會場。如攜帶展品離場，必須經主辦單位特許批准，並向保安員出示經大會批核之出館單，方可離場。
- ix. 大會將於展覽期間向參展商派發問卷及成交統計表，請各參展商將問卷填妥，大會工作人員將於 2023 年 10 月 22 日下午 2 時後向參展商收取並同時發出展品出館單。參展商填妥出館單後，於展覽關門時連同貨品一併向大會保安出示，方可將貨品搬離會場。
- x. 以上所產生的所有費用，將會由參展商負責，費用可以向大會承運商查詢。聯絡方法：

- 聯合雅達物流有限公司

電話：+853 6689 7218

傳真：+852 2838 9232

電郵：henry@united-atlanta.com

2.10 廢物處理

- i. 參展費用不包括其清理及處理空盒、木箱、大型廢物、展位構件及其他物品之費用，參展商必須自行清理。任何遺留於展覽場內之包裝物品及展品等均視為棄置物，當大會代為清理後將向有關參展商徵收清潔費用。參展商必須在每日展會開始前清理所有帶來的包裝空盒及木箱等等。
- ii. 參展商所聘用之承建商必須將自備的包裝及裝潢物料自行帶離會場，不得將其放置或棄置於會場內。

the regulation of the Macao SAR, also in accordance with the provisions of the Macao SAR Government, Exhibitor is responsible for purchase of labor insurance. If there is violation, the Organiser has the right to request cessation of structures, if there is incident of illegal workers, it will be handed over to the Labor Affairs Bureau and the relevant government departments to deal with. Exhibitors and their Contractors have to bear all the responsibility arising from violation of rules. Exhibitors have to fill out form 2B "Contractor Declaration Form (For Raw Space Booth Use Only)", for declaration of their contractors. While contractors have to fill out Form 2C "Contractor Badges Application Form (For Raw Space Booth Use Only)" to apply for badges (Please refer to Form 2C for details). When Contractors apply for the contractor badges, they need to fill out the Form 2C "Contractor badges (for raw space booth use only)", they also need to provide their ID copies and personal photos.

Individual application is not allowed. The Organiser will not accept application with inconsistent information.

- iii. Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Request of maintenance and restructuring should be submitted to the Organiser for approval. During Exhibition, the above work can only be performed during closed hours.
- iv. All exhibits, materials and fittings used for displayed in the booth must be fire-proof and are in accordance with all applicable fire prevention and building regulations of Macao SAR.
- v. All booth decorations, fittings or exhibits with a height over 3.9 meters should be reported to the Official Contractor for approval.

2.8 Exhibits Imports Compliance

All exhibits (including gifts, retail, food tasting) are required to meet legal requirements of the Macao Special Administrative Region of imports. If you have any questions, please call or visit the following website.

- Macao Customs Service
Hotline: +853 8989 4317
<http://www.customs.gov.mo>
- Foreign Trade and Economic Cooperation
Department/Foreign Trade Division, Macao Economic and Technological Development Bureau
Hotline: +853 8597 2602
<https://www.dsedt.gov.mo>
- Municipal Affairs Bureau
Hotline: +853 8795 2643 / +853 8795 2646
<https://www.iam.gov.mo/e/food/adminDefault>

2.9 Freight Forwarding

- i. The Freight Forwarder is entrusted by the Exhibitor for freight/exhibits transportation. The Organiser will not bear any responsibilities on this.
- ii. Exhibitors should make self-arrangement for the receipt and



- iii. 大會將於展品進場及展會期間每日派員清潔會場，但基於保安理由，大會清潔人員不會進入參展商的展位範圍內進行清潔。參展商請於每日展會完結後將細件廢物擺放在展位外，以便大會清潔人員清理。

2.11 接駁車服務

大會將安排接駁車服務，於特定時間來回大會指定酒店、會場及其他地點。班次詳情將於大會網站公佈。

2.12 職業安全及健康條例

在搭建及拆除展位期間，參展商及 / 或其承建商必須遵守職業安全及健康條例：

- i. 確保僱員在工作時的安全及健康；
- ii. 提供安全作業裝置及工作系統並確保其操作正常；
- iii. 委派一名安全督導人員在場監管搭建及拆除展位的施工；
- iv. 為確保安全，展覽期間展館內禁止任何人士使用高度超過 2 米梯子。對於所有在離地 2 米或以上高度進行的展位搭建或拆卸工程，承建商必須使用金屬棚架等高空工作設備。同時，工人在離地 2 米或以上高度進行建築活動時，必須佩戴安全帶。

storage of their exhibits, products or booth materials.

- iii. The freight forwarder, when entering the Venue, should be accompanied by a representative of the Exhibitor.
- iv. For Macao local logistics service, Exhibitors are able to arrange the logistics on their own or contact the C-PLPEX Official Forwarder 10 working days before the Exhibition for logistics service.
- v. For Oversea logistics service, Exhibitors can arrange the logistics on their own or contact the C-PLPEX Official Forwarder one month before the Exhibition for logistics service.
- vi. All logistics in the Exhibition Hall is operated by C-2 Official Forwarder. Exhibitors have to inform and provide all relevant cargo information (type, size, and weight) to the Official Forwarder 7-10 working days before the Forwarder in advance to make arrangement.
- vii. All transportation tools in the Exhibition Hall are provided by C-PLPEX Official Forwarder, please contact C-PLPEX Official Forwarder in advance for the rental.
- viii. Exhibitors must not remove any of their exhibits after the Exhibition commenced and until the Exhibition is officially closed, unless otherwise permitted by the Organiser. Stand-by security guards will have the right to check and collect the "Move-out Permit", before Exhibitors can remove exhibits and leave the Venue.
- ix. The Organiser will dispatch to the Exhibitors, Organiser will collect the above data after 14:00 of 23rd Oct, 2023 in each booth, and exchange for the "Move-out Permit", which is required to be shown to the floor security when moving out the exhibits when the hall is closed.
- x. All the above incurred costs will be responsible by the Exhibitors. Please refer to the C-PLPEX Official Forwarder. Contact:

- United Atlanta Logistics Limited

Tel: +853 6689 7218

Fax: +852 2838 9232

Email: henry@united-atlanta.com

2.10 Cleaning and Waste Disposal

- i. The removal and disposal of the empty boxes, crates, large trashes, booth fittings or other materials are not covered by the rental; the Exhibitors should arrange the clean up by themselves. Any packages and exhibits left behind at the Exhibition Venue will be deemed abandoned, remaining rubbish requiring clean ups by the Organiser will be at the expense of the Exhibitor(s) concerned. The Exhibitors must clear away their empty boxes and crates daily before the Exhibition' s opening hours.
- ii. The Non-Official Contractor appointed by the Exhibitors must make their own arrangements for removal of their packing materials, construction debris etc. which should not be left inside the Exhibition area.



	<ul style="list-style-type: none"> iii. The Organiser will provide cleaning service for the Exhibition. For security reasons, cleaners will not be allowed to enter the booths for cleaning. Exhibitors may leave small pieces of rubbish outside the booth for the cleaners to collect. <p>2.11 Shuttle Bus</p> <p>Shuttle bus service will be available between destinations designated by the Organiser and Official Hotels from the morning to the evening. The bus schedule will be released at official website.</p> <p>2.12 Occupational Safety and Health Ordinance</p> <p>Exhibitors and/or their Contractors must comply with Occupational Safety and Health Ordinance during construction and dismantling of booths.</p> <ul style="list-style-type: none"> i. Make sure the workplace is safe and healthy; ii. Provide and maintain safety working equipment and procedures; iii. Appoint a safety supervisor for on-site supervising of installation and dismantling works; iv. For safety purposes, the use of ladders in excess 2 meters in height is prohibited within the venue during the fair. If the construction/dismantling work is carried out at a level over 2 meters or more above the ground, Contractors should use high reach equipment, such as metal scaffolding. In addition, workers must wear safety belt while construction activities are carried out at 2 meters or more above the ground.
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(三) 參展守則

3.1 展位使用

- i. 參展商不得將展位轉讓、分租或以任何形式供第三者使用。大會可毋須通知而即時終止違規者的參展權。同時大會有關公司即時將所有展品遷離會場，所有搬遷費用由參展商自行承擔，有關參展商將被影響其日後參與由大會舉辦活動的資格。
- ii. 參展商不能在所屬展位範圍以外地方進行影響他人的活動，包括擺放 / 售賣 / 推銷貨品及派發宣傳單張等。參展商不能佔用所屬展位範圍以外的地方。倘因參展商違規引起任何意外或法律訴訟等事宜，參展商必須承擔所有責任。大會亦有權要求參展商撤走有關物品，而毋須給予任何理由及承擔任何責任。一切有關的撤移費用均由參展商負責。
- iii. 參展商不能在所屬展位範圍以外地方進行影響他人的活動，包括擺放 / 售賣 / 推銷貨品及派發宣傳單張等。參展商不能佔用所屬展位範圍以外的地方。並須保持會場的整潔及注意防火安全。
- iv. 如參展商安排的活動（如簽名會、拍賣、抽獎、宣傳、產品示範等）引致通道阻塞或阻礙參觀人士前往鄰近展位，大會將有權終止有關活動。倘若需要舉辦該類活動，事前必須經大會批准。
- v. 參展商須自行將本身的包裝箱儲存於適當的地方。
- vi. 參展商不得提供 / 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。
- vii. 會場內不得進行任何有虐畜成份的活動，例如：撈金魚等。
- viii. 參展商所使用之所有影音器材所產生之聲浪均不得對其他參展商或參觀人士造成任何滋擾或不便。若大會認為音量超出可接受標準，如經大會勸喻後情況未見改善，展位使用權將會即時被終止。
- ix. 參展商必須確保展位於整個展會期間最少有一名代表人員負責看守展位，倘現場管理人員發現展位長時間沒有職員看守，大會有關公司將將展位暫時封存。展會期間一概不能把展品提早撤出展場。（參展商如需特別協助可與主辦單位駐場承辦單位聯絡）。
- x. 展會結束前，不得拆卸攤位或撤展。
- xi. 參展商不得在會場內使用任何性質的易燃物質 / 物料或本地法例禁止使用的裝飾材料。
- xii. 參展商須全權負責因其展品之任何移動或運作時對公眾造成之損傷。參展商須安排合資格人士於現場操作或看管其有一定潛在危險性之展品（如：激光產品），若參展商欲展示此類展品，必須事先得到大會之書面同意。
- xiii. 參展商在任何情況下都不可使用壓縮氣體所填充之氣球。

3. Terms and Conditions

3.1 Usage of Booths

- i. Exhibitors cannot transfer, sub-let their booths or allow for any usage by any third party. Only Exhibitor's staffs are allowed to work inside the booths. The Organiser reserves the right to immediately terminate an offender's right to participate in the Exhibition without prior notice. The Organiser shall also have the right to instruct the offender to immediately remove all articles intended for Exhibition from the Exhibition Venue, all respective relocation costs shall be borne by the Exhibitor. Furthermore, the exhibitor will affect their participation in future exhibitions held by the Organiser.
- ii. Exhibitors are not allowed to solicit for business such as placing/selling/marketing of goods and distribution of leaflets outside the premises of their own booths as it would disturb others. The space beyond the Exhibition booth is prohibited for soliciting of businesses. Exhibitors shall assume all responsibilities arising from any accident or legal proceedings due to the violation of this condition. The Organiser shall have the right to instruct the Exhibitor to withdraw any such items, without giving any reasons and decline any responsibilities. All related removal costs shall be borne by the offending Exhibitor.
- iii. Exhibitors are not allowed to occupy, display, sell nor distribute any promotion flyers outside the booth area assigned to them. They are also required to keep the Venue clean and pay attention to fire safely.
- iv. If the activities (such as autograph, auctions, lucky draws, promotion, product demonstrations etc.) arranged by the Exhibitors result in the obstruction of the passageway or hinder visits to neighboring booths, or if such activity involves safety issues, the Organiser shall have the right to terminate these activities. If an Exhibitor intends to organise any such activity, it must firstly obtain written approval from the Organiser.
- v. Exhibitors must ensure that their packaging boxes are stored in appropriate places.
- vi. Exhibitors are not allowed to provide/conduct any activities with gambling element nor sales of lottery tickets nor the like.
- vii. Exhibitors are not allowed to provide any activities which may be considered as animal abuse. Such as goldfish scooping.
- viii. The audio/visual equipment of the Exhibitors must not generate any noise which causes any nuisance or inconvenience to other Exhibitors or visitors. The Organiser reserves the right to intervene if the sound level causes disturbance to other Exhibitors and Visitors, and terminate the Exhibitor's right to use the booth, in case of notice from the Organiser is ignored.
- ix. Exhibitor must ensure to arrange at least one representative to stay at the booth during the whole exhibition period, if the site management has not found any staff to guard the booth in a long time, the Organiser reserves the right to temporarily seal the booth. Early removal of exhibits is not allowed. (For special assistance, Exhibitors can contact the On-Site Coordinator Office of the Organiser.)



xiv. 大會將會為有需要之展商提供煮食區作有限度之烹調工序。相關詳情將於稍後提供，或可聯繫 C-PLPEX 承辦單位查詢。

3.2 展品展示及銷售

- i. 大會容許參展商於 10 月 19 日至 22 日向入場人士作商品銷售。唯參展商必須填寫「參展商展示及展銷產品登記表格」。在展覽會舉行期間，參展商展示及展銷的產品（包括贈品）/ 服務，必須與參展表格內申報的展品內容及品牌相符。如參展商未能於申請參展時提交展示及展銷產品的詳細資料，所有補充資料必須於開展前最少兩星期前提交至大會作審批，大會擁有唯一及絕對的權力決定是否批准有關申請。
- ii. 倘大會發現參展商展示或展銷未經申報及 / 或非大會認可的品牌、產品及產品類型，主辦或承辦單位有權採取行動，要求參展商即時停止展示及售賣有關展品或終止其參展權，參展商不得向大會追討任何賠償。
- iii. 所有在現場作銷售及陳列的貨品，應清晰標示其貨品名稱及售價。
- iv. 所有含酒精飲品必須以密封式包裝售賣，不得以杯裝或已開瓶的形式供應或銷售。
- v. 參展商不得向十八歲以下人士售賣或提供含酒精飲品試飲服務。

3.3 參展商宣傳活動

- i. 參展商在會場內舉辦各項活動期間，必須自行負責管理由活動而產生的排隊及參觀人群，如隊尾超過展位自有寬度，必須自行安排足夠數量及具經驗的工作人員及 / 或自費聘用大會保安人員維持秩序，並確保有關人群不會阻礙鄰近展位的正常營運。如人群嚴重阻礙大會通道及影響場內公眾安全，參展商需自備掛隊繩，以控制人群及秩序。
- ii. 為了保障參觀人士的安全及不防礙其他參展商的權益，大會有權隨時因應現場的情況而終止任何事先批准的活動。

3.4 展會場內派發贈品及試食須知

- i. 參展商只可在指定展位內陳列食品及銷售，並必須保持食物、飲品及地方清潔整齊。所有試食的食物或飲品必須在符合衛生要求的環境下儲存及處理，以確保適合食用。
- ii. 參展商派發及試食之物品必須在物品有效期內，如發現參展商派發過期或變質之食品或用品，大會有權禁止該參展商一切試食及派發贈品之行為。
- iii. 如參展商採用試食及試飲等推廣方式，需自備足夠垃圾筒及垃圾袋，以收集棄置的器皿及容器。如發現地上有倒瀉食品、飲料、湯水或垃圾，參展商需自行定時清潔或自付費用聘請大會指定清潔承辦商處理。
- iv. 展覽場地提供者對參展商在現場提供試飲試食及相關銷售有明確的要

- x. No dismantling or moving out of exhibits from the Exhibition before the official closing will be allowed.
- xi. Exhibitors should not use any inflammable liquid/materials or any illegal decorative materials within the exhibition area.
- xii. The Exhibitors shall be solely responsible for the public's losses or injuries caused by any movement or operation of the exhibits. Any exhibit contains potential dangers (such as laser products) must be operated or monitored by competent persons authorized by the Exhibitor. The Exhibitor must receive prior written approval from the Organiser before displaying this kind of exhibits.
- xiii. Compressed gas-filled balloons shall not be permitted under any circumstances.
- xiv. A designated cooking area will be provided by C-PLPEX for food preparation by exhibitors. Details will be provided at a later stage, or please contact the Coordinator for further information.

3.2 Articles for Display and Sale

- i. Selling of products to visitors is allowed during 19th to 22nd of Oct. while Exhibitor must fill and submit the "Exhibit and Product Selling Registration Form". During the Exhibition, products (including gifts)/services displayed and intended for sale by the Exhibitor must be consistent with the content(s) and the brand(s) shown in the application form. If an Exhibitor is unable to submit details of the products for display and sale when applying for participation as an Exhibitor, complete additional information must be presented to the Organiser for approval, at least two weeks in advance. The Organiser shall have the sole and absolute discretion to decide whether to approve such application.
- ii. If C-PLPEX finds any brand, product and product type on display or for sale in the Venue has not been previously declared by the Exhibitor and/or not been recognized by the Organiser, the Organiser or the Appointed Coordinator shall have the right to take appropriate action to request the Exhibitor to immediately stop displaying and selling such articles, or else the Organiser shall terminate the Exhibitor's participation rights. The offending Exhibitor shall not be entitled to any compensation from the Organiser.
- iii. Product name and price must be labeled on all items for sale and on display.
- iv. All alcoholic products must be in closed and sealed condition. Sale of alcoholic beverage served in glass or open-bottle is prohibited.
- v. Exhibitors are prohibited to sell or offer trial drinks of alcoholic beverages to teenagers under the age of eighteen.

3.3 Promotional Activities of Exhibitors

- i. Exhibitors must be responsible for crowd and queue control for any events about to be organised in the exhibition. Should the length of the queue exceeds the booth's width, the appointment of experienced staffs or hiring of security guards from the Organiser is required for maintaining order and



求及規範，如產品之份量，包裝及準備方法等，有關資料已於本手冊提供。參展商需了解相關之要求並作出配合。如發現參展商違反相關要求的情況，大會有權決定終止參展商的參展權。

- v. 大會嚴禁任何明火煮食。倘有違規，大會有權要求參展商即時終止有關行為。

3.5 保安及保險

- i. 參展商須自行負責個人及展位內的財物安全，並為僱員、財物、展品、公眾責任及任何因參展而有可能出現之損失，有責任購買相關保險。主辦單位及承辦單位對展品及 / 或個人物品的遺失、損壞等情況不承擔任何財務或法律責任。
- ii. 會場的保安將由大會安排，特派護衛員巡邏會場。如發現任何可疑人物，請立即通知大會或場館內之保安。
- iii. 展品入場及離場時間，參展商須特別注意展品的保安。如有需要，參展商可個別聘請保安員同行。
- iv. 請確保所有陳列櫃均上鎖及避免擺放現金及貴重物品。
- v. 於展位內須有足夠職員負責看守展品。
- vi. 如有貴重物品，必須預先通知大會並在參展進場前自行投保。

3.6 商業及個人操守

- i. 大會禁止所有售賣未經國家註冊的藥物、藥品、中西藥及保健品的企業參展。倘於展會期間發現參展商售賣上述物品，大會有權要求參展商即時終止有關活動，並向參展商追究相關法律責任。
- ii. 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之物品，會場內絕對禁止任何侵犯知識產權。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。大會有權終止其展位使用權，並交由海關或有關政府部門處理，有關參展商將被影響其日後參與由大會舉辦活動的資格。
- iii. 參展商務必有良好的商業操守，不得在會場內推介意識不良、侵權、劣質、假貨、過期或有問題的貨品。大會有權要求參展商停止展示、售賣或派發任何大會認為有問題的展品、貨物或宣傳物品。
- iv. 如大會認為參展商推行不恰當的商業活動、使用有問題的宣傳手段、以不正當手法經營或進行與澳門特區政府法律相抵觸的活動，大會有權要求參展商即時終止有關活動，並交由警方處理。
- v. 參展商在會場內必須自律，不能對其他參展商或參觀人士構成任何滋擾，例如：派發問卷、攔途兜售貨品等。
- vi. 所有參展商必須確保其工作人員行為良好。參展商及其職員，如非經邀請，不得擅自進入其他參展商的展位。
- vii. 若參展商被發現及證實其行為可能損害國家、澳門特區政府、展覽

ensuring smooth operations of neighboring booths. Crowd control belt should be deployed, if the crowd obstructs the passage or endangers the public safety in the Venue.

- ii. For the safety of the Visitors and benefits of other Exhibitors, the Organiser has the right at any time, in response to any disturbances, to terminate any activities by Exhibitor even that are previously approved.

3.4 Guidelines for Free Distribution of Gifts and Food Tasting

- i. Food and Beverages can only be displayed within the designated booth, and the booth must be kept clean and tidy. Exhibitor should also adhere to the health requirements and storage requirements of its food and beverage to ensure that they are fit for human consumption.
- ii. Food distributed by the Exhibitors, including those intended for food tasting, must be within the expiry date. If any gift or food sample is found to be expired or deteriorated, the Organiser reserves the right to ban the Exhibitor from continuing such activities.
- iii. In the case of food tasting or sale of any food and beverage items etc., sufficient trash and garbage bags shall be prepared to collect discarded cups and containers. Exhibitors will be held responsible for all spilled food, beverages, soups, or garbage as a result of their activities during the Exhibition. Cleaning should be done regularly at Exhibitor's own expense or they can hire cleaning Contractors designated by the Organiser.
- iv. Specific requirements and restrictions are imposed by the Venue provider on sales/tasting of food and beverage with regards to size/volume, packaging and preparation methods. Please refer to the specific requirement set by the Venue owner which is available in this manual. Non-compliance by Exhibitor may result in termination of exhibiting at the Exhibition as decided by the Organiser.
- v. Any flame cooking is prohibited. If there is any violation, the Organiser reserves the right to immediately terminate the act of the Exhibitor.

3.5 Security and Insurance

- i. The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, including their personal belongings and exhibits. Exhibitors are therefore responsible for all necessary insurance to cover their exhibits and belongings, the exhibitors' employees, and the public insurance for those who visit the booths. The Organiser assumes no financial or legal responsibility whatsoever for any lost or damage caused to the items on display and/or personal belongings.
- ii. General security service for the Exhibition Venue will be arranged by the Organiser, including dispatching security guards to patrol the venue. Should anyone encounter any suspicious person, he/she should immediately notify the Organiser or the security guard on duty inside the venue.
- iii. All exhibitors must take care of their exhibits and belongings particularly during the move-in and move-out period. If



<p>會、大會及其他行業之聲譽，大會有權即時終止其參展商之參展資格。其範圍包括產品安全、知識產權、勞工權益及環境保護等相關法例。</p> <p>viii. 參展商不得作出任何有損「第一屆中國—葡語國家經貿博覽會（澳門）」形象及聲譽的行為。大會有權要求參展商終止有關行為，並向參展商追討任何損失及法律責任。</p> <p>3.7 特別展品展示 / 銷售及宣傳限制</p> <p>i. 根據澳門特別行政區政府衛生局《展覽用藥品的進口及供應指引》：「在展覽會場內不得向公眾售賣、贈送或派發任何藥物。」（商品展示除外）</p> <p>ii. 按澳門特別行政區政府衛生局要求：大會禁止售賣醫療保健儀器（商品展示除外）。另如需展示上述展品及藥物，參展商需預先向澳門衛生局備檔，並將產品之詳細資料交予衛生局作審批。（倘貨品已在澳門特別行政區政府衛生局註冊可免此手續）</p> <p>iii. 根據澳門特別行政區政府衛生局《展覽會期間發佈保健食品廣告的應遵指引》：「參展商須於 9 月 15 日或之前將有關產品廣告交給 C-PLPEX 承辦單位，主辦單位會將有關資料送交衛生局備案，否則，不可在展覽場地內展示或派發。」</p> <p>iv. 根據澳門《標籤法》第三條的規定，（1）所有展品包裝上必須詳細列明公司名稱、公司聯絡電話、產品成份資料、淨重、生產及有效日期。（2）參展商如代理沒有在澳門註冊之商品（指符合澳門特區政府銷售條例之商品）倘需在展銷區內出售，需在包裝上貼上代理商（參展商）的詳細聯絡資料。按澳門特別行政區政府海關要求，所有展示 / 展銷之電器商品必須符合安全標準，國內之商品必須有 CCC 標誌才能展銷。</p> <p>v. 倘於展會期間發現參展商有違以上的規條，大會有權要求參展商即時終止有關活動，並向參展商追究相關法律責任。</p> <p>3.8 減廢及廢料分類處理指引</p> <p>根據澳門特別行政區政府環境保護局《會議展覽活動的減廢及廢料分類處理指引》：</p> <p>i. 現場展位倘存在零售行為，須遵守第 16/2019 號法律《限制提供塑膠袋》及第 143/2019 號行政長官批示的相關規定，除可豁免情況外，就每個所提供的塑膠袋收取定額澳門元 1.00 的費用，並張貼或展示相關宣傳品；而負責有關工作的人員應清晰相應規定（相關資料及常見問題集，請見專題網頁 http://www.dsapa.gov.mo/plasticbagcharge.aspx）。</p> <p>ii. 減少使用一次性用品及道具，避免提供一次性使用的物品，如膠袋、餐盒及一次性餐具等。更多相關指引資料及詳情，請瀏覽環境保護局《會議展覽活動的減廢及廢料分類處理指引》</p>	<p>required, the exhibitors may hire their own security guards.</p> <p>iv. Exhibitors should lock their showcase(s) inside their booth. Cash and important items are not recommended to be left in the booth.</p> <p>v. The Exhibitors should have enough staff to look after their exhibits and belongings.</p> <p>vi. If the exhibits are of high value, the Exhibitor must inform the Organiser as well as arrange their own insurance.</p> <p>3.6 Business Trading and Individual Principles</p> <p>i. The Organiser bans all companies with sale of national unregistered pharmaceutical products, medicines and health care products. If Exhibitor is found selling the above items during the Exhibition, the Organiser has the right to request immediate termination of Exhibitor's related activities, and related Exhibitors will be held liable for legal responsibilities.</p> <p>ii. Exhibitors are prohibited from selling, displaying or demonstrating any unauthorized or private products. Activities that violating intellectual property rights are strictly prohibited in the event. If there is sufficient evidence for such conduct, the Exhibitor will be regarded as a violator of the show, their participation will be terminated and they will be reported to the Macao Customs Service or corresponding governmental agencies. the exhibitor will affect their participation in future exhibitions held by the Organiser.</p> <p>iii. Any sale of obscene, private, low quality, counterfeit or faulty products is prohibited. The Organiser reserves the right to ban any demonstration, sale or dispatch of such products.</p> <p>iv. If any inappropriate promotional activities or any commercial actions against the law of Macao SAR are found, the Organiser reserves the right to cease such activities immediately. The violator will be reported to the police as well.</p> <p>v. Exhibitors are expected to conduct themselves in a disciplined manner. Activities which may cause disturbance to other Exhibitors or Visitors, such as distributing questionnaires or harassing Visitors, are not allowed.</p> <p>vi. Exhibitors should ensure that their staffs are behaving properly. Exhibitors and their staffs are prohibited from entering other Exhibitor booths unless being invited.</p> <p>vii. Once the Exhibitor's behavior is found and proved to have any damage to the reputations of China, Macao SAR, the Exhibition, Organiser and any other organisations, the Organiser reserves the right to cancel the Exhibitor's qualification. This includes product safety, respect for intellectual property rights, labor rights, environmental and other laws etc.</p> <p>viii. Exhibitors should not do anything which might damage the image and reputation of "1st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao)". The Organiser has the right to request termination of the behavior, and to call for any loss and liability to Exhibitors.</p> <p>3.7 Display of Special Exhibition Materials/Limitations on Sale and Publicity</p>
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<https://www.dsps.gov.mo/pdf/guide20-tc.pdf?v=1> 或查詢環保熱線+853 2876 2626。

3.9 進場限制

任何參展商、參觀者或其代理，如被大會認定為精神不健全、醉酒或會對展會、其他參展商或參觀者造成騷擾及不便，大會有權禁止其進入會場。

3.10 標語及海報

會場內不得張貼任何有損大會形象或與展覽會利益有衝突之標語及海報。

3.11 澳門特別行政區《食品標籤法》

- i. 按經濟及科技發展局指示，所有展銷的預先包裝食品需要於包裝上標明標籤資料，內容必須包括但不限於：

1. 出售名稱
2. 成分名目(若含有添加劑，須指出其性質及特定名稱，請參閱第 556/2009 號行政長官批示)
3. 基本保存期限
4. 進口商、本地生產商或零售商名稱及地址
5. 淨重量/ 淨容量
6. 批次識別資料
7. 原產地
8. 保全及使用的特別條件

- ii. 按經濟及科技發展局指示，所有展銷的非預先包裝食品需要於包裝上標明標籤資料，內容必須包括但不限於：

9. 出售名稱
10. 原產地
11. 基本保存期限
12. 進口食品標籤必須使用中文、葡文、英文任一語文；澳門生產食品標籤必須同時使用中文及葡文。如果參展商無法預先準備有關標籤，場地管理中心有提供臨時標籤標示牌，如有需要請與場地管理中心聯絡。

- iii. 按澳門特別行政區《食品標籤法》第 50/92/M 號法令規定，食品標籤欠缺應載有的資料、資料不準確、有瑕疵、被刪改、與實際成份不一致，可被罰款澳門元 1,000 元至 50,000 元；食品標籤上的基本保存期限已過時、基本保存期限標示上另一標貼、被隱藏或掩蓋，可被罰款澳門元 1,000 元至 10,000 元；違法食品須予扣押，並宣告歸澳門特別行政區所有。有關條文詳情請參考：

- i. According to the “Guidelines for the Import of Medicine for Exhibition Purpose”, published by the Health Bureau of the Macao SAR Government, “it is prohibited to sell, offer as gift or otherwise distribute any pharmaceutical products to the public inside the Exhibition Venue” (except for display purpose).
- ii. According to the requirements of the Health Bureau of the Macao SAR, selling of medical and health care devices is prohibited at the Exhibition Venue (except for display of merchandise). Exhibitors intending to display the above-mentioned items and pharmaceutical products should submit the details of the relevant products to the Health Bureau for approval. This procedure could be exempted in case the item in question has already been registered with the Health Bureau of the Macao SAR Government.
- iii. According to the “Guideline for the Release of Health Food Advertisements during the Exhibition Period”, enacted by the Health Bureau of the Macao SAR Government: “The Exhibitors should submit the advertisements of the products to C-PLPEX Coordinator Office by 15th Sep, 2023, and the Organiser will liaise with the Health Bureau for record keeping. Otherwise, such advertisements are not allowed to be displayed or distributed at the Exhibition Venue”.
- iv. As stipulated in Article 3 of the Labeling Law enacted by the Macao SAR Government, (1) the packaging of all items for Exhibition must be labeled with the company name, company contact number, composition and net weight of the product, production date and use by date. (2) if the Exhibitors are agents for the merchandises not registered in Macao (in conformity with the sales regulations of Macao SAR), but yet they would like to sell the products in the Exhibition and sales area, then the packing of the merchandises must be labeled with the detailed contact information of the agent (Exhibitor). Pursuant to the requirement of the Customs of the Macao SAR Government, all electrical appliances for display and sale should confirm to the safety standards. Products from Mainland China must bear the CCC mark before being approved for display and sale.
- v. In the event of any Exhibitor violating the rules and regulations above, the Organiser has the right to request immediate termination of relevant activities and the right to claim for legal liabilities arising therefrom.

3.8 Guidelines on Waste Reduction and Waste Classification

In accordance with the “Guidelines on Waste Reduction and Waste Classification for Meetings and Exhibitions” introduced by the Environmental Protection Bureau (DSPA) of the Macao SAR Government:

- i. On-site booths offering retail services shall comply with the relevant provisions of Law No. 16/2019 “Restrictions on the Provision of Plastic Bags” and Executive Order No. 143/2019. Apart from the exemption, a fixed amount of MOP1.00 shall be charged for each plastic bag provided, and relevant publicity materials should be posted or displayed. The personnel responsible for related work should clearly understand the



https://bo.io.gov.mo/bo/i/92/33/declei50_cn.asp

3.12 澳門特別行政區《消費者權益保護法》

澳門特別行政區第 9/2021 號《消費者權益保護法》已於 2022 年 1 月 1 日起生效，訂定保護消費者權益的制度，以保障消費者獲提供具安全及品質的商品或服務、維護經營者與消費者之間所建立的法律關係的公正及平等、提高營商行為的透明度、保障消費者的合法利益及打擊不正當營商行為。若發現違反《消費者權益保護法》的行政違法行為，違法者可被科處相應罰款。有關條例資料及詳情，請瀏覽澳門特別行政區政府消費者委員會 - 消費者權益保護法專頁 https://www.consumer.gov.mo/Law/cpl_main.aspx?lang=zh 或查詢熱線 +853 8988 9315。

corresponding provisions. (For related information and FAQs, please visit: <http://www.dspa.gov.mo/plasticbagcharge.aspx>)

- ii. Reducing the use of disposable items and props, and avoids providing single-use items such as plastic bags, food containers and disposable cutlery. For more information and details of DSPA' s "Guidelines on Waste Reduction and Waste Classification for Meetings and Exhibitions", please visit <https://www.dspa.gov.mo/pdf/guide20-tc.pdf?v=1> or call the DSPA hotline at +853 2876 2626.

3.9 Admission

The Organiser reserves the right to refuse admission of any Visitors, Exhibitors or their agents who are at the absolute discretion of the Organiser regarded as unfit, intoxicated or in any way likely to create disturbance or discomfort to the Exhibition or other Exhibitors or Visitors.

3.10 Advertising and Posters

The Organiser has the right to remove any advertising or posters which in the opinion of the Organiser do not conform to the purpose and image of the Exhibition.

3.11 "Food Labelling Law" of Macao SAR

- i. According to the Economic and Technological Development Bureau, all pre-packaged food products for exhibition and sale are required to be labelled on the packaging with information including but not limited to:
 1. The name of the product being sold
 2. The name of the composition (if the food contains additive, the nature and specific name of the additive must be indicated, please refer to the Chief Executive's Dispatch 556/2009)
 3. Expiry date
 4. Name and address of importer, local manufacturer or retailer
 5. Net weight / net capacity
 6. Lot identification information
 7. Country of origin
 8. Special conditions of preservation and use
- ii. According to the Economic and Technological Development Bureau, all non-pre-packaged food products for exhibition and sale are required to be labelled on the packaging with information including but not limited to:
 9. The name of the product being sold
 10. Country of origin
 11. Expiry date
- iii. Labels of imported food must be in either Chinese, Portuguese or English; labels for food produced in Macau must be in both Chinese and Portuguese. If exhibitors are unable to prepare the labels in advance, temporary labels will be provided by the Venue Management Centre.
- iv. According to Decree Law 50/92/M of the Macao Special Administrative Region on Food Labelling, food labels that lack



of the information they should contain, have inaccurate information, are defective, have been altered, or do not correspond to the actual composition are punished with a fine MOP 1,000 to MOP 50,000; the basic expiration date on the food label has expired, the basic expiration date is marked with another label, is concealed or covered up, and is punished with a fine MOP 1,000 to MOP 10,000. The offending food product shall be seized and declared to be the property of the Macao Special Administrative Region. For details of the provisions, please refer to:

https://bo.io.gov.mo/bo/i/92/33/declei50_cn.asp.

3.12 “Consumer Rights and Interests Protection Law” of Macao SAR

Law No. 9/2021 “Consumer Rights and Interests Protection Law” of the Macao SAR has come into effect on 1 January 2022. It aims to protect the rights and interests of consumers, ensure the to protect the rights and interests of consumers, ensure the safety and quality of consumer goods and services, maintain the justice and fairness of the legal relationship between traders and consumers, enhance the transparency of trade practices, safeguard the legal benefits of consumers, and cracking down on unfair trade practices. In case of any violations against the “Consumer Rights and Interests Protection Law”, the offenders can be fined accordingly. For the details of the relevant provisions, please visit the “Consumer Rights and Interests Protection Law” webpage of the Macao SAR Government Consumer Council at https://www.consumer.gov.mo/Law/cpl_main.aspx?lang=zh or call the hotline +853 8988 9315.



(四) 其他

4.1 惡劣天氣及颱風警告

在展位搭建、展品進場、展位佈置及展會期間，

- i. 如澳門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。
- ii. 如澳門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。
- iii. 如澳門氣象局於當日下午一時後才除下 / 改掛較低風球或暴雨警告訊號，會場將會全日關閉。

4.2 免責條款

- i. 倘參展商違反大會「參展商手冊條款」的任何部份，一經被取消參展資格，所繳交的參展或其他費用或物品（例如：廣告及贊助禮品等）將不獲發還。同時亦不得因此向大會追討任何賠償，參展商須自行承擔因違規而衍生的一切費用及損失。
- ii. 任何情況下，參展商不能就大會的決策 / 行動及其所引致的損失要求賠償。大會不會對參展商及其展品及財物之安全負責。
- iii. 參展商於展覽進行的交易及一切引致的後果，大會恕不負責。
- iv. 大會有關扣押參展商於展覽場地之展品及財物，以抵銷結欠之參展費及有可能被索償之金額。
- v. 參展商須保證其參展展品不會引起任何投訴或訴訟。如果發生，參展商須自行負責一切賠償或訴訟所引致的一切損失。
- vi. 任何因天災、戰爭、醫療衛生的憂慮（例如爆發嚴重急性呼吸系統綜合症）、恐怖襲擊恐嚇、暴亂、示威、內亂、不可避免的意外或任何不受主辦單位及管理單位控制範圍以內的成因所引致或構成的死亡及人物傷害均不會被視作主辦單位及承辦單位或其員工的疏忽。
- vii. 個人資料處理：參展商於參展報名時所提供之個人資料僅供「第一屆中國—葡語國家經貿博覽會（澳門）」使用。如有查詢，可與大會聯絡。

4.3 知識產權

- i. 參展商於會場內禁止展示或銷售受本地區法律及政府部門發出之指引所制約的展品及任何侵犯知識產權(包括：註冊、註冊商標、版權、設計、商品名稱及專利)的行為，並嚴禁在會場內售賣、展示或擺放意識不良、劣質或有問題的產品或宣傳物品。大會有權要求參展商停止展示、售賣或派發任何認為有問題的產品或宣傳物品。此外，有關行為將影響參展商日後參與由大會舉辦之活動的申請資格。

4. Others

4.1 Bad Weather and Typhoon Alert

Please note the special arrangements during the time of Contractor installations for move-in and move-out.

- i. The event venue will be temporarily closed if the Macao Meteorological and Geophysical Bureau (SMG) hoists the number 8 or stronger typhoon signal before 8:30 a.m.
- ii. If Typhoon Signal No. 8 or Black rainstorm signal is lowered before 13:00, the Exhibition Venue will be re-opened within 2 hours.
- iii. If Typhoon Signal No. 8 or Black rainstorm signal is lowered after 13:00, Exhibition Venue will be closed for the whole day.

4.2 Disclaimer (Exclusion of Liability)

- i. Exhibitors in violation of any part of "Terms and Conditions for Exhibitors of the Manual", upon the cancellation of eligibility of Exhibitors, exhibiting or any other fees (e.g. advertising and sponsorship incentive, etc.) will not be returned. At the same time, Exhibitors cannot request for any compensation from the Organiser. Any derived costs and losses due to violation of rules shall be borne by Exhibitors.
- ii. The Organiser is not liable for any of its decision/action that in any way whatsoever causing any loss or damages to the Exhibitor. The Exhibitors are responsible for safeguarding their belongings, properties, exhibits in due course no matter in the transportation course or in the Venue.
- iii. The Organiser shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during as a result of the Exhibition.
- iv. The Organiser reserves the right to exercise a general lien over any properties the Exhibitor has in the Venue in respect of all monies due to the Organiser (including claims for the damages) in connection with the Exhibition.
- v. The Exhibitor must insure the goods brought into the Venue will not cause any complaints or legal proceedings. If so, the Exhibitor must be responsible for all indemnifications, compensations or any expenses incurred due to lawsuit.
- vi. Any natural disaster, war, health concerns (such as the outbreak of Severe Acute Respiratory Syndrome), terrorist attacks, intimidation, riot, demonstrations, internal disturbance, not an accident that could have been avoided or any form of death and injury caused by something outside the scope of control of the Organiser and management agencies will not be regarded as a negligence of the Organiser, Contractors nor their employees.
- vii. Confidentiality of Personal Information: All personal information disclosed by the Exhibitor upon application is limited to the use of the "1st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao)" only. For enquiries, please contact the Organiser.

4.3 Intellectual Property

- i. Exhibitors are prohibited from selling, displaying or demonstrating any unauthorized or pirated products. Activities of violating intellectual property right are strictly prohibited in



- ii. 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相關權利人的許可。

4.4 預防流行性疾病或傳染病

- i. 大會如認為情況需要時，所有參展商、參觀人士及工作人員進行體溫測量、出示綠色澳門健康碼及配戴口罩後方可進場。
- ii. 大會如認為情況需要時，大會將派發口罩及提供消毒洗手液，並要求所有參展商及參觀人士必須配戴口罩方可進入展館。
- iii. 所有售賣食品及飲料及安排試食的參展商，在保持公眾衛生的情況下，應佩戴口罩及手套後方可接觸食物。如廁或接觸廢物後，必須清潔雙手。
- iv. 更多防疫資訊，可瀏覽澳門特別行政區政府新冠病毒感染應變協調中心抗疫專頁：

<https://www.ssm.gov.mo/apps1/PreventCOVID-19/ch.aspx#clg22916>

4.5 其他

- i. 參展商不得做出任何有損大會形象及聲譽的行為。
- ii. 大會保留更改展覽計劃及場地安排的權利，參展商不得因此追討任何賠償。
- iii. 大會在無需任何解釋的情況下，保留取消參展商的參展資格與調動展位位置的權利。
- iv. 大會有權對其認為不適當的行為進行制止或處置，並保留對本守則的解釋權。
- v. 參展商如有違反大會所定的守則，一經被取消參展資格，所繳交之參展費用將不獲發還。
- vi. 大會對不遵守參展商條款 / 違規之企業將進行記錄及警告。主辦單位擁有絕對酌情權禁止參展商參加主辦單位以後所舉辦的任何展會。
- vii. 對參展展品（包括贈品）/ 服務與申報的展品內容及品牌不相符之企業，大會將進行記錄及警告，並保留取消參展商參展資格的權利。一經被取消參展資格，所繳交之參展費用將不獲發還。
- viii. 本參展商手冊內之所有條文以中文為準，英文只為參考之用。

4.6 預防及控制吸煙制度

澳門特別行政區經第 9/2017 號法律修改的第 5/2011 號法律〈預防及控制吸煙制度〉已於 2018 年 1 月 1 日起生效，新控煙法訂明所有室內及戶外空間(除指定吸煙區外)禁止吸煙(包括電子煙)。違法者可

the Venue, which include registered trademarks, copyrights, designs, product names and patents that are denied by local laws and corresponding governmental agencies. Exhibitors regarded as violating the regulation of the exhibition will receive the punishment of terminating the right to display, sale and distribute of suspicious products. Tortious conduct will affect related exhibitors' future participation in any other exhibitions held by the Organiser.

- ii. 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.

4.4 Prevention of Epidemic Diseases or Infectious Diseases

- i. The Organiser may require all exhibitors, visitors and staff to undergo a body temperature measurement, present green Macao health code and wear masks before entering the venue, if the situation is deemed to be necessary.
- ii. The Organiser may provide face masks and disinfectant hand sanitizers where necessary. The Organiser may require all exhibitors, visitors and staff to wear face masks before entering the venue, if the situation is deemed to be necessary.
- iii. All of the sale of food, drinks and food arrangements for tasting, while maintaining public health circumstances, should wear masks and gloves before touching food. Wash hands after going to the toilet or exposed to waste.
- iv. For more information of the prevention of epidemic Diseases, please refer to the Special webpage against Epidemics of the Response and Coordination Centre for Novel Coronavirus Infection of the Macao SAR Government:

<https://www.ssm.gov.mo/apps1/PreventCOVID-19/ch.aspx#clg22916>

4.5 Others

- i. Exhibitors should not employ any activities that will violate the image of the Exhibition.
- ii. The Organiser has the right to change and re-arrange any Floor Plan and Layout while Exhibitors cannot redeem any indemnity.
- iii. Under no circumstances the Organiser will be required to explain the change of Exhibitor booth and cancellation of Exhibitors qualification.
- iv. The Organiser has the right to stop and fine any inappropriate activities held and bear no responsibilities to the Exhibitors. The Organiser reserves the right of interpretation of this Exhibitors Manual.
- v. If any Exhibitors violate any rules and regulations, the Organiser has the sole right to ban the Exhibitor without refunding any Exhibition fee and deposits involved.
- vi. The Organiser will record and issue warning to any enterprises for infringement of Terms and Conditions for Exhibitors. The Organiser shall have the sole and absolute discretion to ban the Exhibitor from any or all future Exhibitions organised by the Organiser.
- vii. The Organiser will record and issue warning to any enterprises for exhibits (including give-away)/services non-complying with declared exhibit content and branding. The Organiser reserves its right to cancel the eligibility of such exhibitor, any paid



被罰款最高澳門元 1,500.00 。有關係例資料 及 詳 情 ， 請 瀏 覽
 衛 生 局 — 煙 草 控 制 資 訊
<http://www.ssm.gov.mo/News/smokefree/ch/main.aspx> 或查詢熱
 線：+853 2831 3731 。

exhibition fee will not be refunded.

viii. All rules and regulations of the Exhibitors' Manual are based on the Chinese version and English is used for reference only.

4.6 Regime of Tobacco Prevention and Control

Law No. 5/2011 of the Macao Special Administrative Region (Regime of Tobacco Prevention and Control) which has amended by Law no.9/2017 has entered into effect as from 1st January 2018. The new tobacco control law stipulates the prohibition of smoking (including tobaccos and e-cigarettes) in all indoor and outdoor spaces (except for the designated smoking areas). Offenders are liable to a maximum fine of MOP1,500.00 For details about the above-mentioned Law, please visit the following website

<http://www.ssm.gov.mo/News/smokefree/ch/main.aspx> or dial the following hotline: +853 2831 3731.



(五) 展位設計及設施限制

5.1 標準展位

- 規格：9 平方米 (3 米 x3 米) 內
- 配置：2 支 23 瓦特射燈 · 1 個 13 安培 / 220 伏特插蘇 (500 瓦特) · 1 張詢問檯 · 2 張摺椅 · 公司楣板 · 1 個廢紙箱

說明：

- 參展商訂購兩個或以上連續排列的標準展位，除非參展商特別要求，否則大會將拆除置於兩展位間之圍板。
- 展位內不得釘上任何釘子或隨便加裝任何裝置，否則參展商須賠償有關費用。
- 參展商裝設的電器設備 (包括照明裝置) 須經大會承建商批核。參展商不得使用電路不合規格的電器裝置。如需要額外的傢俱及電力設施供應，或對展位內設施擺放的位置有特別要求，請聯絡大會承建商。
- 大會有關將電源開關掣及過載保護分線箱放於展位內的適當位置。
- 展覽會完結時，所有展品、展位物料必須在主辦單位規定的指定時間內立刻清理。任何展品、展位物料擺置於展覽會場將為棄置物品，主辦單位有權向參展商收取所須的清理費用。

額外設施：

參展商如需額外設施，如傢俬設備、陳列設施、電力設備等，請填寫「額外設施及服務申請表」內之表格 7 及 8 申請租用，所有費用請預先繳付。

5.2 光地展位搭建

選擇這種參展方式的參展商，獲分配展覽光地。參展商須自行設計及承建展位，並須遵守規則以及主辦單位在展出前或舉行期間的其他規定。

i. 設計草圖

如特裝參展商需要聘請非大會總承建商代為設計及搭建，請於 2023 年 9 月 22 日或前將展位設計圖則 (一式三份) 呈交至大會總承建商。圖則比例須不少於 1:100，並須註明真實尺寸及附上平面佈置圖、展位正視圖、電話 (如需要申請)、電力裝置及視聽器材等資料。如對展位建築高度限制有任何疑問，請致電大會總承建商。大會有關拒絕設計圖則，或要求參展商作出修改。有關該展覽展位結構的安全 (包括搭建、展期及拆卸期間) 由參展商及其承建商完全負責。

ii. 電力裝置

5. Booth Design & Facilities

5.1 Standard Booth

- Size: Within 9m² (3M X 3M)
- Booth Facilities: 23W Spotlightsx2, 13A/220V Socket(500W) x1, Information Desk x1, Folding Chairs x2, Fascia Board, Rubbish Bin x 1

Notes:

- Unless requested by the Exhibitors, the panel(s) between two or more consecutive booths of the same Exhibitor will be removed.
- No nails are allowed on the Exhibition panel walls, or a penalty for each panel wall will be charged to the Exhibitor.
- All electrical fittings (including lighting) should be approved by the Official Contractor and only certified electronic devices can be used. Any Exhibitor requires extra furniture or electrical supplies, please approach the Official Contractor.
- The Organiser reserves the right to install power switches and fuse boxes inside an appropriate place in the booth(s).
- All exhibits and booth materials shall be removed immediately after the closing of the Exhibition according to the arrangements. And within the time limits specified by the Organisers. Any exhibits or booth materials left behind at Exhibition Venue shall be deemed abandoned. Exhibitors are responsible for the expense of the disposed items.

Additional facilities:

Exhibitors requiring additional facilities, such as furniture and equipment, display device, electricity, may apply for their leasing by filling out Forms 7 and 8 attached to the "Application for Additional Facilities and Services". All related fees must be paid in advance.

5.2 Raw Space Booth

For this option of participation, Exhibitors will be given raw exhibition floor space only. They have to design and construct their own booths and adhere to the Rules & Regulations as well as any other conditions which the Organiser may specify before or during the exhibition Fair.

i. Plans and Design Proposals

If an Exhibitor appoints a Non-Official Contractor for any design and construction work, the original plans and design proposals in triplicate must be submitted to the Official Contractor for approval not later than 22nd Sep, 2023. Drawing submitted must be to a reasonable scale of not less than 1:100 in full dimensions and must contain information such as floor plan, booth elevation, telephone (upon request), electrical fitting, or any audio-visual equipment to be used etc. If there are any questions to the height limit of the booth, please contact the Official Contractor. The Organiser reserves the right to withhold granting approval to the drawings or require amendments or variations of the proposals. The safety of the booth structure (including at the times of construction, exhibition and dismantling) shall be borne by Exhibitors and their Contractors.

ii. Electrical Supply



所有電力裝置必須由合格電器技師安裝，電力裝置圖及圖則需於 2023 年 9 月 15 日或之前交至大會總承建商審批。安裝完畢後必須呈交完工紙，經測試合格，方可供電。

iii. 高度限制

參展商如欲搭建超過 3.9 米高的光地自建展位或雙層展覽展位，請預先以書面向大會總承建申請，並必須獲得大會總承建書面批准方可施工。有關該展覽展位結構的安全（包括搭建、展期及拆卸期間）由參展商及其承建商完全負責。同時上述展覽展位必須獲由特區政府認可工程師簽發之安全證明書，並必須將有關證明書於 2023 年 9 月 22 日前交予大會總承建存閱。此外，所有 72 平方米或以上及高於 4.5 米的展位必須向大會總承建另外提交由澳門註冊土木工程師簽發之結構穩定性數據證明。同時，大會總承建有權要求承建商自行聘請合資格的工程師現場驗證後簽發上述兩項文件。倘若不遵守規定，大會總承建將有權禁止所有人士進入該展或終於該展位的供電。

iv. 工程施工及清理廢物按金

為確保所有光地自建展位的參展商及其承建商能按大會規定時間內，如期搭建、拆卸光地展位、撤離廢棄物；以及加強工程進行時的管理及執行，參展商或其承建商必須向大會繳交「工程施工及清理廢物按金」。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，以保證展覽會完畢後，所有大型展位設施及廢物清理妥當。光地參展商或其承建商必須在其攤位拆卸後，撤離展館前向大會總承建商索取《特裝攤位撤展檢查表》，並按現場情況簽署相關文件，以完成整個撤展程序。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詳情請參閱附件（一）《工程施工及清理廢物按金扣款制》。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。

v. 防火措施

所有用以蓋建或裝修的展位物料，必須具防火功能及符合澳門特區政府的消防安全條例。為安全起見，所有特裝展位承建商必須在攤位施工期間預備有效滅火筒在展位內的顯眼地方。展會期間特裝展位內需按面積放置符合澳門消防規定的滅火筒，每 100 平方米需放置 1 個有效滅火筒於顯眼地方。(一般展品需配備 5KG 乾粉滅火筒，帶電或精密儀器需配備 3KG 二氧化碳滅火筒)。

vi. 保險

參展商或其承辦商必須按照大會要求購買足夠且全面的保險，投保範

All electricity installation should be completed by licensed electrician. Electricity installation drawing should be submitted to the Official Contractor for approval on or before 15 Sep 2023. Electricity will only be supplied after the approval test conducted by the Official Contractor after installation.

iii. Height Limit

Exhibitors must apply in writing for the construction of any booths that are of over 3.9m high or any two-storey structures from the Official Stand Contractor and obtain written approval from the Official Stand Contractor. The safety of the booth structure (including at the times of construction, exhibition and dismantling) shall be borne by exhibitors and their contractors. The above-mentioned exhibition level must also carry a 'Survey Report' issued by a qualified engineer/surveyor in Macao. Exhibitors will have to submit this certificate to the Official Stand Contractor for approval on or before 22nd September, 2023. Additionally, Exhibitors or their contractors must submit the Structural Stability Certificate with Structural Calculations issued by the registered civil engineer in Macao for booths which are 72 square meters or more and over 4.5 meters high. The Official Stand Contractor is entitled to require the contractors to employ qualified engineers by themselves for checking on-site and issuing the two documents mentioned above. If this rule is not observed, the Official Stand Contractor reserves the right to prohibit access to the booth.

iv. Refundable Site Work and Waste Disposal Deposit

To ensure that all raw space contractors will complete installation, dismantling and removal of waste within the given time; to guarantee that all event facilities will be returned in the same condition as rented; and to strengthen the efficiency of management during construction, exhibitor or their contractor must pay the "Site Work and Waste Disposal Deposit" to the Organiser. A deposit of MOP200.00/m² (minimum levy of MOP5,000.00) is required. After the dismantling is finished, raw space exhibitor or their contractor must sign the "Raw Space Booth Move-out Checklist" and send it back to the official contractor in order to complete the whole dismantling procedure. If any facility is damaged during exhibitor move-in or move-out, the exhibit or will be liable for all costs incurred. Furthermore, any remaining rubbish (both inside and outside the venue) requiring clean ups by the Organiser will be at the expense of the exhibitor and/or their contractor. The cost may be deducted proportionally from the Site Work and Waste Disposal Deposit. If the Site Work and Waste Disposal Deposit is not enough to cover the entire cost, the exhibitor or their contractor are responsible for paying for the remaining amount. Please refer to the Appendix 1 – "Deduction of Site Work and Waste Disposal Deposit" for other behaviors that are considered violation of conditions and their corresponding fines. The deposit will be fully refunded to exhibitor within 45 days, providing the construction site is returned in the same condition as it is allotted to the exhibitor at the beginning of the show.

v. Fire Safety Precautions

All booth materials must be fire-proofed and meet with the necessary fire safety precautions and regulations of the Macao SAR. All raw space contractors must prepare effective fire extinguishers in conspicuous spots within the assigned area during the construction period for safety reasons. During the



圍包括 (但不限於) 針對個人傷害、死亡、財產損失的工程第三者責任保險及施工人員之僱員賠償保險，保單日期須為整個展期，包含安裝、展覽及拆卸期間。參展商並須向大會提交保險單副本，倘沒有購買以上所述的保險，大會有關禁止有關展位的搭建工作。

vii. 展覽圍板

參展商須提供、安裝及佈置其面向展位內、通道及毗鄰展位的圍板，而圍板四面的裝飾須達到可接受的標準。

viii. 展場內嚴禁噴漆、燒焊及使用電鋸。

5.3 承建商

- i. 展位承建商均需要聘用澳門特區政府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。參展商或其承建商須自行承擔因違規而產生的一切責任。參展商需填寫手冊內之表格 2B「光地承建商資料申報表」，為其承建商進行申報，參展商或其承建商須填寫手冊內之表格 2C「光地承建商工作證」申請工作證 (詳細資料，請參考表格 2C)。辦理證件時除填寫手冊內之表格 2C「光地承建商工作證」外，並需提供承建人員身份證副本 1 份及近照 1 張。不受理個人的獨自申請。提交資料與申請資料不一致的，不予受理。
- ii. 承建商必須避免於進場、撤展及展覽期間損毀會場之物品或任何第三者之財物。否則，當事人必須為其造成之損毀作出一切賠償。

5.4 工程施工及清理廢物按金扣款制

在未能遵從《工程施工及清理廢物按金扣款制》所指明的條文情況下，主辦單位及大會總承建商可扣除指明款額 / 百分率的工程施工及清理廢物按金。相關罰則條文請參考附件一《工程施工及清理廢物按金扣款制》。

5.5 電力供應

- i. 為保障安全及電力供應之穩定性，所有電力安裝必須由大會總承建商施行。
- ii. 大會將會提供展覽館內的基本照明服務。會場內的標準電力供應為：
 - 單相 220 伏特 (V) 50 赫 (Hz)
 - 三相 380 伏特 (V) 50 赫 (Hz)
 展位電力供應將於每日展覽會完結後三十分鐘關閉。
- iii. 每個電插座只能供一種電器使用，切勿使用電拖把。
- iv. 若參展商需使用多種電器，應按照電器數量、電器瓦數向大會申請相應瓦數的插座。以免電器因啟動時超出租借瓦數。(例如：冷凍類電器)

exhibition period, raw space booths should be equipped with fire extinguishers in accordance with all applicable fire prevention and building regulations of Macao SAR. One functional fire extinguisher must be placed in a conspicuous spot for every 100 square meters (5kg dry powder fire extinguishers for general exhibits, and 3kg carbon dioxide fire extinguishers for electric or precision instruments).

vi. Insurance

Exhibitors or their contractors are responsible for taking out adequate and comprehensive insurance as requested by the Organiser. This shall include without limitation construction third party liability insurance for personal injury, death, and property damage, as well as employees' compensation insurance for construction personnel. The insurance policy term shall cover the full span of the exhibition, including the times of construction, exhibition and dismantling. Exhibitors must submit a copy of the insurance policies to the Organiser. Where the aforementioned insurance is not taken out, the Organiser has the right to prohibit the construction of the corresponding exhibition booth(s).

vii. Booth' s Partitions

Exhibitors should set up and decorate their booth' s partition facing onto their own booth area, aisle, and adjacent booths. All surfaces on booth partition must be finished to an acceptable standard.

viii. Paint spraying, welding and the use of electrical saw are strictly prohibited inside the Exhibition Hall.

5.3 Contractors

- i. Only legal workers of Macao SAR should be appointed by Contractors for booth construction. According to the regulation of the Macao SAR, also in accordance with the provisions of the Macao SAR Government, Exhibitor is responsible for purchase of labor insurance. If there is violation, the Organiser has the right to request cessation of structures, if there is incident of illegal workers, it will be handed over to the Labor Affairs Bureau and the relevant government departments to deal with. Exhibitors and their Contractors have to bear all the responsibility arising from violation of rules. Exhibitors have to fill out form 2B "Contractor Declaration Form (For Raw Space Booth Use Only)", for declaration of their contractors. While contractors have to fill out Form 2C "Contractor Badges Application Form (For raw space booth Use Only)" to apply for badges (Please refer to Form 2C for details). When contractors apply for the Contractor Badges, they need to fill out the Form 2C "Contractor Badges (for raw space booth use only)", they also need to provide their ID copies and personal photos. Individual application is not allowed. The Organiser will not accept application with inconsistent information.
- ii. Contractors should avoid damaging any property of the Venue or of other parties during move-in, move-out and throughout the exhibition. Compensation will be at the expense of the damager(s).

5.4 Deduction of Site Work and Waste Disposal Deposit

In circumstance that Contractors fails to comply with the conditions specified in the "Deduction of Site Work and Waste Disposal Deposit", the Organiser and the Official Contractor may deduct the specified amount/percentage of the site work deposit as specified. Please refer to the conditions of Appendix



<p>(表格八)。</p> <p>v. 倘參展商因違規用電而遭大會中斷展位電源，參展商除需向大會繳付相關電源重新接駁之行政費外，另需同時繳付額外申請接駁電源費用。大會將於 24 小時內完成重新接駁電源。</p> <p>vi. 24 小時電力供應必須預先向大會總承建商申請。</p> <p>vii. 非大會總承建商如需要在展位搭建及展位拆卸期間用電，請預先向大會總承建商申請臨時電力供應，如有任何疑問，請聯絡大會總承建商。</p> <p>viii. 參展商不可使用超過項目上已標明總電量。</p> <p>(六) 廣告、貨運、酒店、交通及其他服務</p> <p>請登入大會網站 www.cplpex.mo 填妥相關表格，並遞交予 C-PLPEX 承辦單位。</p>	<p>1 "Deduction of Site Work and Waste Disposal Deposit"</p> <p>5.5 Electricity Supply</p> <p>i. For the safety and stability of electricity supply, all electrical installation must be implemented by the Official Contractor.</p> <p>ii. Basic lighting will be provided by the Organiser. The standard level of Power Supply is:</p> <ul style="list-style-type: none"> Single-phase 220 volt (V) 50 Hz (Hz) Triple-phase 380 volt (V) 50 Hz (Hz) <p>Power supply will be turned off in 30 minutes after daily closing hours.</p> <p>iii. Each electric socket shall be used by one electrical appliance only. Use of extension cords is strictly prohibited.</p> <p>iv. Exhibitors using a variety of electrical appliances shall apply to the Organiser for the supply of the appropriate wattage socket, according to the number of electrical and respective wattage, in order avoid the appliances from exceeding the leased wattage at startup (such as freezers and refrigerators) (Form 8).</p> <p>v. If Exhibitors violated the rules and regulations for the use of electricity, whose booths' electric power supply has been interrupted by the Organiser, Exhibitors have to pay administration charges to the Organiser for corresponding re-connection of the power supply, with additional charges for applying for extra power connection. The Organiser will complete the re-connection within 24 hours.</p> <p>vi. If required, the exhibitors can apply in advance for 24 hours power.</p> <p>vii. The Exhibitors should apply in advance the cost incurred for temporary power supply if the Non-Official Contractor need power supply during the installation and dismantlement. If there is any enquiry, please contact the Official Contractor.</p> <p>viii. Total power consumption of exhibitors shall not exceed the current specified.</p> <p>6. Advertising, Freight, Hotels, Transportation and Other Services</p> <p>Please refer to the C-PLPEX official website www.cplpex.mo to fill in the related form(s) and submit to 1.^a C-PLPEX Coordinator.</p>
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(七) 訪澳旅客須知

7.1 地理位置

- 位於中國東南部沿海，地處珠江口西岸，距香港 60 公里，廣州 145 公里。
- 澳門由澳門半島、氹仔、路環、路氹填海區、新城 A 區和港珠澳大橋珠澳口岸人工島澳門口岸組成，總面積共 33.3 平方公里。
- 澳門半島與氹仔之間由三條大橋連接；氹仔和路環之間有一條約 2.2 公里的路氹連貫公路相連。經位於路氹城的蓮花大橋可到達橫琴島。

7.2 人口及語言

截至 2023 年第二季，總人口為 67.88 萬人，居民以華人為主。官方語言為中文和葡文，粵語（廣東話）為日常用語。英語在貿易、旅遊和商業領域廣泛應用。

7.3 政治背景

澳門自 1999 年回歸後，成為中華人民共和國的一個特別行政區，依據澳門基本法實行高度自治。在「一國兩制」政策的指引下，澳門社會和經濟方面的特色予以保留並得以延續。澳門特區更是一個自由貿易港及獨立稅制區域。

7.4 營商環境

澳門享有“一國兩制”下多項營商環境，為來自世界各地的投資者提供理想的投資營商環境。

7.5 簽證

來澳旅遊人士須具備有效的護照或旅行證件以及簽證。

除獲法定豁免「簽證」及「入境許可」之訪澳人士，所有訪澳旅客均須持有「簽證」或「入境許可」方可進入澳門。

澳門入境簽證可透過中華人民共和國駐外使領館申請，並應在有效期內使用，否則即告失效；持有人准予在簽證上所註明之期限在澳門逗留。需要簽證的旅客，亦可在抵達澳門時辦理「入境許可」（即「口岸簽證」）。但某些國家的旅客必須預先透過中華人民共和國駐外使領館申領有效澳門簽證方可進入澳門。

「入境許可」（即「口岸簽證」）分為個人、家庭和團體三種：個人：澳門元 200.00（12 歲以下兒童收費為澳門元 100.00）家庭護照：澳門元 400.00。團體：團體必須由同一旅行經營人組織，並出示集體旅行證明文件，人數最少十人，費用每人澳門元 100.00。

上述資訊僅供參考，入境手續詳情請瀏覽澳門治安警察局相關網頁 https://www.fsm.gov.mo/psp/cht/psp_top5_3m.html 或聯絡澳門治安警察局出入境管制廳查詢：+853 2872 5488，電子郵件：psp-info@fsm.gov.mo

國內辦理簽證手續：

7. Visitors Information

7.1 Geographic Location

- Macao is located on the south-eastern coast of China, along the west bank of the Pearl River estuary. It is 60km and 145km away from Hong Kong and Guangzhou respectively.
- It has an area of 33.3 sq.km, comprise of the Macao Peninsula, Taipa, the reclaimed area COTAI, Zone A of the new district and Macao Administration Zone on the Artificial Frontier Island of Zhuhai-Macao of the Hong Kong-Zhuhai-Macao Bridge.
- Three bridges connect Macao to the Islands. Taipa and Coloane are connected by the 2.2km Cotai Highway. Macao is connected to the Hengqin Island through Cotai Frontier Post at the Lotus Bridge.

7.2 Population and Languages

By the second quarter of 2023, the total population stood at 678,800, with a composition mainly of Chinese. The official language is Chinese and Portuguese, with Cantonese being the language in daily use. English is also widely used in the business, tourism and commercial sectors.

7.3 Political Background

Macao is a Special Administrative Region of the People's Republic of China since December 20th 1999. Under the principal of "One Country and two systems", Macao has independent administrative, political, and judicial rights. Its political, economic and social systems can remain unchanged for 50 years. Macao is still a free port and independent.

7.4 Business Environment

Macau Special Administrative Region (MSAR) enjoys favourable conditions brought about by the "One country, Two systems" policy, providing an ideal business environment for investors from around the world.

7.5 Visa

All visitors must hold a passport or a valid travel document for travel to Macao.

All visitors are required to have a visa except nationals of countries which are exempted from a visa or entry permit. For more information on "Visa" and "Entry Permit" Exemption, please visit the website of the Macao Immigration Services of Public Security Police Force.

A Macao visa can be obtained through the Embassies / Consulates of the PRC and should be used within its validity. Visitors may also apply for an entry permit or visa upon arrival at the immigration checkpoint. However, visitors from certain countries are required to obtain a visa in advance before their trip to Macao.

There are three types of entry permit (i.e. Visa-upon-arrival): Individual - MOP200.00 (MOP100.00 for children under the age of 12); Family Passport - MOP400.00. Group - MOP100.00 per person for groups of at least 10 people organised by a single



- i. 參展商需要辦理來澳證件，大會可發出邀請函。
- ii. 參展商可憑大會之邀請函透過當地之外事辦公室辦理港澳通行證，詳情可向當地之外事辦公室查詢。
- iii. 參展商可透過中國國際旅行社辦理，詳情可查閱中國國際旅行社網站：<http://www.cts.com.mo/>。

travel manager and presenting a collective travel document.

The above information is for reference only. For further information on entry formalities, please contact the Border Control Department of Public Security Police Force at Tel: +853 2872 5488 or email: psp-info@fsm.gov.mo, or visit their website: https://www.fsm.gov.mo/psp/cht/psp_top5_3m.html.

China visa application procedures:

- i. The Organiser can send out Invitation for the application of Travel Documents to Macao.
- ii. With the Invitation, Exhibitors can apply for Macao Entry/Departure document through local office or department of foreign affairs.
- iii. Exhibitors can also apply through China Travel Service (CTS), please visit: <http://www.cts.com.mo/>.



(八) 表格 — 截止日期及提交方式

8. Forms – Submission Deadline and Method

表格 Form	表格名稱 Name of Application form	截止日期 Date of Submission	請電郵至 Please E -mail to	電郵地址 E- mail Address
1	參展表格 Exhibition Registration Form	11/09/2023	第一屆中國—葡語國家經貿博覽會 (澳門) 承辦單位 1 st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao) Coordinator	cplpex@ipim.gov.mo
2A	參展商工作證及入場券申請表 Exhibitor Badges & Entry Tickets	22/09/2023	第一屆中國—葡語國家經貿博覽會 (澳門) 承辦單位 1 st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao) Coordinator	cplpex@ipim.gov.mo
2B	光地承建商資料申請表 Contractor Declaration Form (For Raw Space Booth Use Only)	15/09/2023	大會總承建 南光國際會議展覽有限公司 Official Contractor Nam Kwong International Conference & Exhibition Co., Ltd.	nkexpo@126.com
2C	光地承建商工作證申請表 Contractor Badges Application Form (For Raw Space Booth Use Only)	08/10/2023	大會總承建 南光國際會議展覽有限公司 Official Contractor Nam Kwong International Conference & Exhibition Co., Ltd.	nkexpo@126.com
2D	參展商展位類型申請表格 Booth Type Application Form	15/09/2023	第一屆中國—葡語國家經貿博覽會 (澳門) 承辦單位 1 st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao) Coordinator	cplpex@ipim.gov.mo
3A	簽約項目申報表 Protocol Signing Ceremony Application Form	29/09/2023	第一屆中國—葡語國家經貿博覽會 (澳門) 承辦單位 1 st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao) Coordinator	cplpex@ipim.gov.mo
3B	商業配對洽談意向收集表 Business Matching Intention Questionnaire	22/09/2023	第一屆中國—葡語國家經貿博覽會 (澳門) 承辦單位 1 st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao) Coordinator	cplpex@ipim.gov.mo
4	廣告申請表 Advertisements Application Form	22/09/2023	第一屆中國—葡語國家經貿博覽會 (澳門) 承辦單位 1 st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao) Coordinator	cplpex@ipim.gov.mo



表格 Form	表格名稱 Name of Application form	截止日期 Date of Submission	請電郵至 Please E-mail to	電郵地址 E-mail Address
5	酒店預訂表格 Hotel Registration Form	22/09/2023	第一屆中國—葡語國家經貿博覽會 (澳門) 承辦單位 1 st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao) Coordinator	cplpex@ipim.gov.mo
6	展品貨運服務申請表 Exhibit Transportation Service Application Form	22/09/2023	大會物流中心 聯合雅達物流有限公司 Official Freight Centre United Atlanta Logistics Limited	henry@united-atlanta.com
7	傢具及雜項租賃表 Furniture and Miscellaneous Rental Application Form	22/09/2023	大會總承建 南光國際會議展覽有限公司 Official Contractor Nam Kwong International Conference & Exhibition Co., Ltd.	nkexpo@126.com
8	電力裝置申請表 Electrical Installation Application Form	22/09/2023	大會總承建 南光國際會議展覽有限公司 Official Contractor Nam Kwong International Conference & Exhibition Co., Ltd.	nkexpo@126.com
9	供水 / 排水及壓縮空氣申請表 Water/Drainage and Compressed Air Application Form	22/09/2023	大會總承建 南光國際會議展覽有限公司 Official Contractor Nam Kwong International Conference & Exhibition Co., Ltd.	nkexpo@126.com
10	非標準物品租賃申請表 Non-Standard Rental Item Form	30/09/2023	大會總承建 南光國際會議展覽有限公司 Official Contractor Nam Kwong International Conference & Exhibition Co., Ltd.	nkexpo@126.com
11	食物和飲料樣本 及/或 銷售申請協議 Approval Request Agreement of Food & Beverage Sampling and/or Selling	22/09/2023	第一屆中國—葡語國家經貿博覽會 (澳門) 承辦單位 1 st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao) Coordinator	cplpex@ipim.gov.mo
12	傳媒工作證申請表 Media Badge Application Form	22/09/2023	第一屆中國—葡語國家經貿博覽會 (澳門) 承辦單位 1 st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao) Coordinator	cplpex@ipim.gov.mo
13	參展商展示及展銷產品登記表格 Exhibit and Product Selling Registration Form	22/09/2023	第一屆中國—葡語國家經貿博覽會 (澳門) 承辦單位 1 st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao) Coordinator	cplpex@ipim.gov.mo
A1	附件(一) 工程施工及清理廢物按金扣款制 Appendix (1) "Deduction of Site Work and Waste Disposal Deposit"			

參展表格

Formulário de Inscrição para Exposição



參展類型及費用 Tipo e taxa de participação

	價格 Preço	優惠細則 Política Preferencial
基本參展費用 Taxa de Participação	標準展位(9 平方米) Stand Padrão (9m ²) 澳門元 MOP 13,450.00/個 unidade 光地展位 Espaço Bruto (最少租用面積為 18 平方米) Área mínima para alugar :18m ²) 澳門元 MOP 1,200.00/平方米 m ²	如申請光地展位，參展商自費安排搭建展位 Caso requeiram espaço bruto, os expositores são responsáveis pelas despesas da instalação do seu stand
澳門參展商優惠 Benefícios para expositores de Macau	標準展位(9 平方米) Stand Padrão (9m ²) 澳門元 MOP 6,725.00/個 unidade 光地展位 Espaço Bruto (最少租用面積為 18 平方米) Área mínima para alugar :18m ²) 澳門元 MOP 6,00.00/平方米 m ²	
澳門中小企參展優惠 Benefícios para as PMEs de Macau	首個標準展位以原價 80%費用減免優惠， 即為 Um desconto de 80% sobre o preço original para o primeiro stand padrão alugado, por 澳門元 MOP 2,690.00/個 unidade	其餘每個標準展位以原價 50%費用減免優惠，即為澳門元 6,725.00 Um desconto de 80% sobre o preço original para os demais stands alugados, totalizando MOP 6.725,00
申請類型及展位類別 Tipo e categoria de stand		
<input type="checkbox"/> 澳門參展商 Expositores de Macau		<input type="checkbox"/> 澳門中小企參展商 Expositores das PMEs de Macau
<input type="checkbox"/> 標準展位 Stand Padrão 標準展位數量 Número de Stands Padrão: _____ 個 unidade(s)		<input type="checkbox"/> 光地展位 Espaço Bruto (最少租用面積為 18 平方米) (Área mínima para alugar: m ²) 光地租用面積 Área do Espaço Bruto Arrendado: _____ 平方米 m ²
<input type="checkbox"/> 線上展廳 C-PLPEX On-Line 費用全免 Grátis (備註：選擇光地/標準展位可同時選擇參與線上展廳項目；用戶帳號及密碼將於報名成功後以電郵形式發出) (Observações: O expositor poderá simultaneamente escolher C-PLPEX online para além de um espaço bruto/stand padrão, sendo que a conta de utilizador e o código de acesso serão enviados por correio electrónico após a inscrição sucedida)		
總金額 Valor Total (澳門元 MOP):		

備註 Observações

- 歡迎向大會同時提供中文、英文及葡文之配對信息及單位簡介。
Agradecemos a entrega das informações e detalhes destinadas a Bolsa de Contactos e a breve apresentação de expositor/requerente em Chinês, Inglês e Português.
- 商業配對參加者須為該項目之負責人。
Os participantes da sessão de bolsa de contactos deverão ser as pessoas responsáveis pelos assuntos discutidos.
- 展位不得轉讓。
Os stands de exposição não são transferíveis.
- 參展商之細則將於參展商手冊內列明。
Todas as regras e regulamentos serão definidos no Manual dos Expositores.
- 大會將保留是否接納參展申請之最終決定權；倘不接納該參展申請，大會將退回有關資料及款項予申請人。
A Entidade Organizadora reserva-se o direito de aceitar ou recusar a inscrição de um expositor. No caso de uma inscrição ser recusada, a entidade organizadora irá devolver ao requerente a respectiva taxa e a informação publicitária.



澳門中小企參展商參展須知 Observações sobre a participação das PME's Expositoras de Macau

申請條件：

1. 澳門註冊之中小企業(澳門僱用員工總數不超過 100 人)
2. 為澳門稅務效力及在財政局登記最少一年(至 2023 年 10 月 18 日前)
3. 至少由澳門居民擁有 50%或以上的股權或控股權
4. 以下情況之申請只有其中一間企業可申請相關優惠，另一間企業需按一般參展收費：
(a.) 納稅人相同之企業商號 (b.) 50%或以上股東相同之企業商號 (c.) 由不同納稅人開設之同名企業商號

Condições de inscrição:

1. Trata-se das PME's registadas em Macau (o número total de trabalhadores empregados em Macau não pode exceder 100)
2. Para efeitos fiscais, estejam registadas na Direcção dos Serviços de Finanças há pelo menos 1 ano (à data de 18 de Outubro de 2023)
3. 50% ou mais das quotas da empresa ou controle acionário são detidos por residentes de Macau
4. Quando se verificarem as seguintes situações, apenas uma empresa poderá candidatar-se ao desconto e outro empresa terá de pagar a taxa de participação de acordo com os padrões gerais:

- (a.) Empresas cujo contribuinte seja idêntico (b.) Empresas cujo sócio detentor de 50% ou mais das quotas da empresa seja idêntico
(c.) Empresas com o mesmo dístico comercial estabelecidas por contribuintes diferentes

申請所需文件：(如有需要，大會有權要求提供進一步補充文件)

1. 商業登記證明副本(三個月內有效)
2. 財政局發出之開業登記 M/1 副本或開業聲明書副本
3. 營業稅—徵稅憑單 M/8 副本
4. 50%或以上企業股東的澳門身份證明副本

Documentos necessários para a inscrição: (Se for necessário, a Entidade Organizadora reserva-se o direito de exigir mais documentação)

1. Cópia da certidão de registo comercial (válida durante 3 meses)
2. Cópia da declaração de início de actividade modelo M/1 ou declaração de início de actividade, emitida pela DSF
3. Cópia do Conhecimento de Cobrança de Contribuição Industrial (M/8)
4. Cópia dos Bilhetes de Identidade de Residente de Macau dos titulares de 50% ou superior das quotas da empresa

☐ 本申請單位知悉並同意 / ☐ 不同意澳門貿易投資促進局讀取澳門特別行政區政府財政局和商業及動產登記局資料庫內涉及本申請之相關稅務及商業登記資料，並將遞交所需之相關稅務及商業登記證明文件作為本申請審批之用途。

☐ O candidato tem conhecimento e concorda / ☐ não concorda que o IPIM tenha acesso a informações fiscais e de registo comercial relevantes, no tocante a esta candidatura, na base de dados da Direcção dos Serviços de Finanças e da Conservatória dos Registos Comercial e de Bens Móveis do Governo da RAEM, indo submeter os documentos comprovativos a respeito para a avaliação e aprovação desta candidatura.

註 1：如企業已同意澳門貿易投資促進局讀取澳門特別行政區政府財政局和商業及動產登記局資料庫內設計本申請之相關稅務及商業登記資料，並將相關文件作為本申請審批之用途可豁免提交上述(*1 至 3 項)之文件。如有需要，大會有權要求提供進一步補充資料。

Nota 1: Se a empresa concorda que o IPIM aceda a informações fiscais e de registo comercial relevantes para esta candidatura na base de dados da Direcção dos Serviços de Finanças e da Conservatória dos Registos Comercial e de Bens Móveis do Governo da RAEM, utilizando os documentos relevantes para a avaliação e aprovação desta candidatura, não será necessária a apresentação dos documentos mencionados nos pontos 1 ao 3. A Entidade Organizadora reserva-se o direito de exigir mais informação se necessário.

註 2：申請者向澳門貿易投資促進局提供的資料，只作審批分析用途。同時，所提供的個人資料將按照澳門特別行政區第 8/2005 號法律《個人資料保護法》的規定進行處理。如審查文件時遇有疑問，有關資料可能會送交予有權限機構作驗證或查詢。申請者依法享有資訊權、查閱權及反對權，在行使此等權利時須以書面方式向澳門貿易投資促進局提出。

Nota 2: Os dados fornecidos pelos requerentes ao IPIM servem apenas para selecção e análise. Estes serão processados de acordo com o disposto na Lei n.º 8/2005 da RAEM, designadamente a Lei da Protecção de Dados Pessoais. Em caso de dúvidas no processo de apreciação dos documentos, a informação relevante poderá ser enviada à autoridade competente para confirmação ou averiguações. De acordo com a lei, os requerentes dispõem dos direitos de informação, de acesso e de oposição, devendo, para exercer estes direitos, submeter um pedido escrito ao IPIM.

參展表格

Formulário de Inscrição para Exposição



聲明 Declaração

- ☐ 本申請單位於申請表所提供一切資料屬實，知悉並同意本表所載之條款，並同意主辦單位把上述資料上載至 C-PLPEX 官方網站及“網上商業配對服務平台”，協助尋找合作伙伴，拓展商機。
- O requerente garante que todas as informações por ele fornecidas nesta inscrição são verdadeiras, tem conhecimento e concorda com as cláusulas nela contidas, consentindo também que a Organizadora carregue estas informações para o site oficial da C-PLPEX e para a Plataforma de Serviços das Bolsas de Contactos Online, de forma a apoiar na procura por potenciais parceiros e novas oportunidades de negócios.
- ☐ 本申請單位知悉並同意主辦及承辦單位對上述資料及內容不負任何法律責任，並保留使用、發放及宣傳推廣的權利。
- Estamos cientes de que as entidades organizadora e coordenadora não assumem qualquer responsabilidade legal pelas informações acima referidas e reservam-se o direito de uso, divulgação e promoção ao seu critério.

單位蓋章及負責人簽署 Assinatura Autorizada e Carimbo da Entidade Expositora

日期 Data

主辦單位

Organizador

澳門貿易投資促進局

Instituto de Promoção do Comércio e do Investimento de Macau

2A.參展商工作證及入場券申請表

Exhibitor Badges & Entry Tickets



請以中文或英文 (正楷) 填寫。請於 **2023 年 09 月 22 日** 前填妥表格並電郵 cplpex@ipim.gov.mo 至 C-PLPEX 承辦單位

Please fill the form in Chinese or English (block letters) and return by email (cplpex@ipim.gov.mo) to C-PLPEX Coordinator by **22nd Sep, 2023**

參展商資料 Exhibitor Information

單位名稱 : Company / Organisation Name :			
地址 Address :			<input type="checkbox"/> 先生 Mr.
聯絡人 Contact Person :			<input type="checkbox"/> 女士 Ms.
職銜 Job Title :			
國家 Country / 地區 Region :			
電子郵箱 E-mail :		網頁 Website :	

	國家號碼 Country code	區 號 Area code	號 碼 Number
電話 Tel :	()	- ()	- ()
流動電話 Mobile :	()	- ()	- ()
傳真 Fax :	()	- ()	- ()

請於適合位置加“✓”號 Please tick as appropriate.

- ☐ Delegate 參會 ☐ Exhibitor 參展商
- 行業請於適合位置加“✓”號 Please tick as appropriate.

<input type="checkbox"/> 製造商 manufacturer	<input type="checkbox"/> 進出口商 Importer and exporter	<input type="checkbox"/> 批發商/分銷商 Wholesaler/Distributor
<input type="checkbox"/> 政府部門/公共機構 Government Department/Public Institution		<input type="checkbox"/> 商/協會 Association
<input type="checkbox"/> 研究機構/大學 Institution/University	<input type="checkbox"/> 顧問機構 Consultancy	<input type="checkbox"/> 服務供應商 Service Supplier Consultancy
<input type="checkbox"/> 其他 Others (請註明 Please Specify _____)		
- 參會及參展人員資料 Delegates / Exhibitors Information.
- 請列出貴公司配戴工作證之人員名單。Please list out the names of badge - holders representing your company.

序號 No.	姓名 Name	公司 Company / 機構 Organisation	職位 Job Title
1			
2			
3			
4			
5			

參會及參展人員工作證注意事項 Notice for Delegation & Exhibitor Badge :

- 請在 **2023 年 10 月 19-22 日** 於現場登記處出示名片以領取參展商證。
Please provide relevant name card to collect your exhibitor badges at Registration Center on **19th to 22nd Oct, 2023** onsite.
- 所有參展商當值人員必須配戴工作證。
All on duty Exhibitors should wear their badges at all times.
- 參展商可從承辦單位獲取參展商證，每一標準展位獲發三個免費證件。超出每個需額外繳付澳門元 20.00。
Exhibitors can obtain badges from the Coordinator (3 free badges per standard booth). Extra badge cost MOP 20.00 each.
- 若有遺失、損壞或忘記攜帶，參展商必須即時補領新證。每個新證收費為澳門元 20.00。
Exhibitors should apply for a new badge immediately whenever his / hers is lost, damaged or forgotten. Each replacement badge costs MOP 20.00 each.

2A.參展商工作證及入場券申請表

Exhibitor Badges & Entry Tickets



入場券及住宿安排 Entry Tickets & Accommodation Arrangement :

1. 免費入場券 Free Entry Tickets

請寄予公司入場券_____張 (限取 50 張)

We would like to receive _____ (quantity) entry tickets (maximum 50 pcs)

2. 住宿安排 Accommodation Arrangement

☐ 我們自行安排住宿。 We make our own accommodation arrangements.

☐ 請代訂酒店房間。 We request the Coordinator to make the reservation.

(請填妥表格 5. 酒店預訂表格。 Please fill in the form 5. Hotel Registration Form.)

單位蓋章及負責人簽署
Company Stamp & Authorized Signature

日期
Date

2B.光地承建商資料申請表

Contractor Declaration Form
(For Raw Space Booth Use Only)



請以中文或英文（正楷）填寫。請於 **2023 年 09 月 15 日** 前填妥表格並電郵至 nkexpo@126.com 大會總承建
Please fill the form in Chinese or English (block letters) and return by email (nkexpo@126.com) to Official Contractor by **15th Sep, 2023**

參展商資料 Exhibitor Information

單位名稱 Company / Organisation Name			
聯絡人 Contact Person		職銜 Job Title	
地址 Address		電子郵件 E-mail	
流動電話 Mobile	電話 Tel	傳真 Fax	
展位編號 Booth No			
展位面積 (平方米) Area of Booth (m ²)	尺寸: _____ 米 x _____ 米		Size: _____ M x _____ M

備註：為加強展為加強展覽場地的管理，以及確保所有光地參展商及其承建商能按大會規定時間如期搭建，拆卸光地展位，撤離展位物料及廢物，大會將向所有光地參展商徵收「工程施工及清理廢物按金」，詳情可參閱手冊附件(一)工程施工及清理廢物按金。

Note: To ensure all Exhibitors and Contractors of raw space can finish construction, demolition of booth space, removal of waste with in the time assigned by the Organiser, and to strengthen management and implement during the construction, contractors of raw space are required to pay "Site Work and Waste Disposal Deposit" to the Organiser. For detail, please refer to Attach 1- "Deduction of Site Work and Waste Disposal Deposit" .

承建商資料 Contractor Information

單位名稱 Company Name			
聯絡人 Contact Person			
流動電話 Mobile		職銜 Job Title	
電子郵件 E-mail	電話 Tel	傳真 Fax	
會場監督聯絡人 Onsite Supervision Contact Person			
會場聯絡人流動電話 Onsite Contact Person Mobile			

本單位特此授權上述及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定。

Our company hereby authorizes the above contractor to contact Organiser directly about booth construction issues and comply with rules set by the Organiser.

負責人簽署及蓋章
 Authorized Signature & Company Stamp

日期
 Date

2C.光地承建商工作證申請表

Contractor Badges Application Form
(For Raw Space Booth Use Only)



請以中文或英文 (正楷) 填寫。請於 **2023 年 10 月 08 日** 前填妥表格並電郵至 nkexpo@126.com 大會總承建

Please fill the form in Chinese or English (block letters) and return by email (nkexpo@126.com) to Official Contractor by **8th Oct, 2023**

承建商資料 Contractor Information:

單位名稱 Company/ Organisation Name		
聯絡人 Contact Person	職銜 Job Title	
流動電話 Mobile	電話 Tel	傳真 Fax
電子郵箱 E-mail		
會場監督聯絡人 Onsite Supervision Contact Person		
會場聯絡人流動電話 Onsite Contact Person Mobile		

承建商工作人員資料 Information of Contractor Staff:

序號 Ref.	姓名 Name	國籍 Nationality	性別 Gender	身份證/ 護照編號 ID/ Passport No.
1.				
2.				
3.				
4.				
5.				

(如空格不夠填寫所有資料，可填寫補充頁 Please fill in additional pages for more applications)

- * 申請承建商工作證_____個，每個證件為澳門元 10.00 (2023 年 10 月 08 日後辦證每個證件澳門元 30.00，2023 年 10 月 15 日後及現場辦證每個證件澳門元 100.00)，總共澳門元_____。
- * 由於現場辦證需時，為避免因輪候而影響貴公司之工程進度，敬請於截止日期前申請。
- * Applying for_____ Non- Official Contractor badge(s). MOP10.00 per badge. Total Amount of MOP_____
(MOP30.00 per badge will be charged if apply after 8th Oct, 2023. MOP100.00 per badge will be charged for any application after 15th Oct, 2023 and onsite application.)
- * Onsite application will be extremely time-consuming. Exhibitor is recommended to apply before the deadline.

注意事項 Remarks:

- 參展商清付所有參展費用及申請項目的費用後，方允許辦理承建商工作證。
Application for non- official contractor badges will only be accepted after the exhibitor fully pays for their exhibitor application fee and other service fees.
- 為確保所有光地自建展位的參展商及其承建商能按大會規定時間內，如期搭建、拆卸光地展位、撤離廢棄物；以及加強工程進行時的管理及執行，參展商或其承建商必須向大會繳交「工程施工及清理廢物按金」。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，以保證展覽會完畢後，所有大型展位設施及廢物清理妥當。光地參展商或其承建商必須在其攤位拆卸後，撤離展館前向大會總承建商索取《特裝攤位撤展檢查表》，並按現場情況簽署相關文件，以完成整個撤展程序。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詳情請參閱附件 (一)《工程施工及清理廢物按金扣款制》。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。

To ensure that all raw space contractors will complete installation, dismantling and removal of waste within the given time; to guarantee that all event facilities will be returned in the same condition as rented; and to strengthen the efficiency of management during construction, exhibitor or their contractor must pay the "Site Work and Waste Disposal Deposit" to the Organiser. A deposit of MOP200.00 /m² (minimum levy of MOP5,000.00) is required. After the dismantling is finished, raw space exhibitor or their contractor must signed the "Raw Space Booth Move-out Checklist" and send it back to the official contractor in order to complete the whole dismantling procedure. If any facility is damaged during exhibitor move-in or move-out, the exhibit or will be liable for all costs incurred. Furthermore, any remaining rubbish (both inside and outside the venue) requiring clean ups by the Organiser will be at the expense of the exhibitor and/or their contractor. The cost may be deducted proportionally from the Site Work and Waste Disposal Deposit. If the Site Work and Waste Disposal

2C.光地承建商工作證申請表

Contractor Badges Application Form
(For Raw Space Booth Use Only)



Deposit is not enough to cover the entire cost, the exhibitor or their contractor are responsible for paying for the remaining amount. Please refer to the Appendix 1 – “Deduction of Site Work and Waste Disposal Deposit” for other behaviors that are considered violation of conditions and their corresponding fines. The deposit will be fully refunded to exhibitor within 45 days, providing the construction site is returned in the same condition as it is allotted to the exhibitor at the beginning of the show.

3. 在未能遵從《工程施工及清理廢物按金扣款制》所指明的條文情況下，主辦單位及大會總承建商可扣除指明款額/百分率的工程施工及清理廢物按金。相關罰則條文請參考附件一《工程施工及清理廢物按金扣款制》。

In circumstance that Contractors fail to comply with the conditions specified in the “Deduction of Site Work and Waste Disposal Deposit”, the Organiser and the Official Contractor may deduct the specified amount/percentage of the site work deposit as specified. Please refer to the conditions of Appendix 1 “Deduction of Site Work and Waste Disposal Deposit”.

4. 辦證時需提供承建人員身份證副本 1 份及相片 1 張，請於相片背後寫上姓名。不受理個人的獨自申請。提交資料與申請資料不一致的，不予受理。

Applicants must submit their ID copies and personal photos with names written behind along with the application form. Individual application is not allowed. Organiser will not accept application with inconsistent information.

填妥後的表格請遞交下列地址「南光國際會議展覽有限公司」：澳門羅理基博士大馬路南光大廈九樓，電郵: nkexpo@126.com 或傳真: +853 2871 5986。

Please return this form to “Official Contractor - Nam Kwong International Conference & Exhibition Co., Ltd.”

Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao. Email: nkexpo@126.com or Fax: +853 2871 5986.

茲聲明凡配戴本單位所有申請之「第一屆中國—葡語國家經貿博覽會(澳門)」承建商工作證者均為澳門特別行政區許可之合法工人，按澳門特區政府規定，本單位已為該等人士購買勞工保險。

We hereby declare that all contractor badges representing our company are legal workers of Macao SAR. According to the regulation of the Macao SAR, employees compensation insurances of the above applicants have been covered by our company/organisation.

負責人簽署及蓋章 Authorized Signature & Company Stamp

此部份由大會總承建填寫 For Official Contractor use only

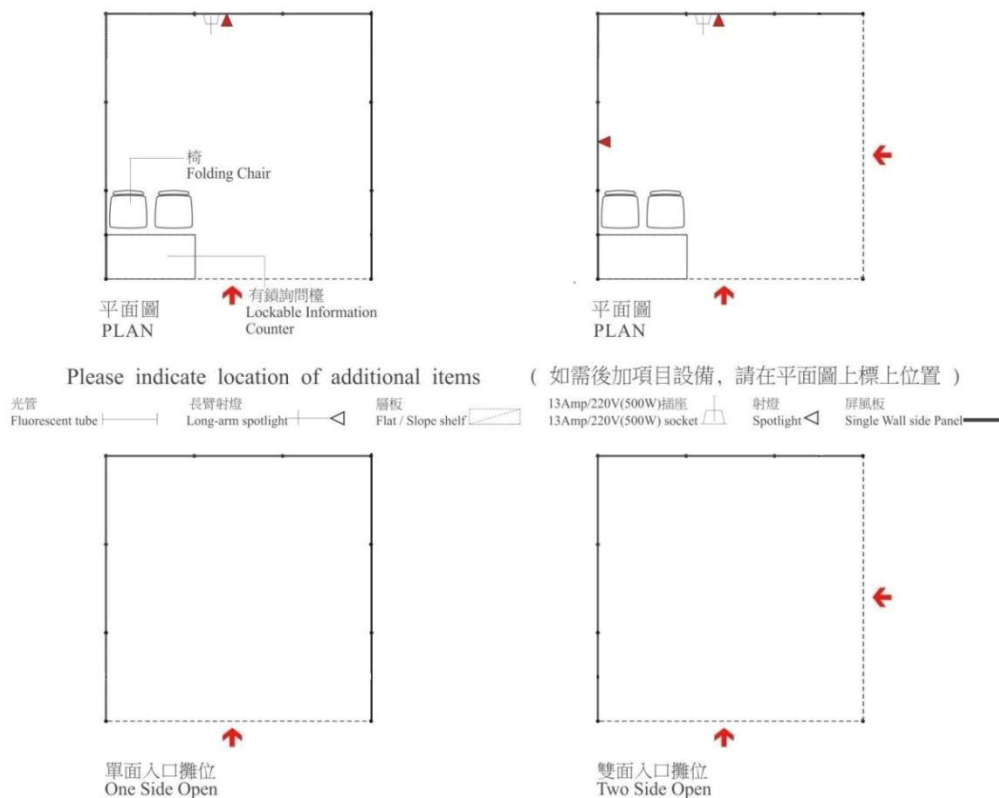
負責人簽署及蓋章 Authorized Signature & Company Stamp

承建商工作證編號 至
Non-Official Contractor badges No. from to

44

2D.參展類別及費用

Booth Type and Fee



2 展覽光地 Exhibition Raw Space (最少 18 平方米 Minimal Rental: 18 Square Meter)

展覽光地租用_____平方米

Exhibition Raw Space Area Required_____ Square Meter

(尺寸 Dimension: 長 Length _____米 Meter, 闊 Width _____米 Meter)

*參展商自行設計及承建展位，並須遵守參展商手冊入之規則以及主辦單位在展出前或舉行期間的其他規定。

The Exhibitors have to design and construct their own booths and adhere to the Rules & Regulations as well as any other conditions, which the Organiser may specify before or during the exhibition.

*如特裝參展商需要聘請非大會承建商代為設計及搭建，請於 2023 年 9 月 15 日前將展位設計圖則（一式三份）及填妥表格 2B 呈交至大會承辦單位。圖則比例須不少於 1:100，並須註明真實尺寸及附上平面佈置圖、展位正及側立面圖、應用之物料、顏色、電力裝置及視聽器材等資料。如對展位建築高度限制有任何疑問，請致電大會總承建。大會有權拒絕設計圖則，或要求參展商作出修改。

If the Exhibitors appoint a Non-Official Contractor on any design and construction, a 2B form with filled out, the original plans and design proposals in triplicate must be submitted to the Official Stand Contractor for approval no later than 15th September, 2023. Drawings submitted must be on a reasonable scale of not less than 1:100 in full dimensions and must contain full details such as floor plan, booth elevation, electrical fitting, colors and materials to be used with any audio-visual equipment to be used, etc. If there are any questions to the height limit of the booth, please contact C-PLPEX Official Contractor. The Organiser reserves the right to withhold granting approval to the drawings or require amendments or variations of the proposals.

簽署及單位蓋章 Signature and Company Stamp

日期 Date

此欄由大會填寫 For official use only

展位號碼	聯絡人	總金額
Booth No.	Contact Person	Total Amount

3A. 簽約項目申報表

Protocol Signing Ceremony Application Form



請填寫中文及英文資料 Please provide the information in Chinese and English
 截止日期：2023 年 09 月 29 日 Deadline: 29th September, 2023

1. 項目名稱 Project Name:

中文 Chinese: _____
 英文 English: _____

2. 簽約單位資料 Company / Organisation Information (請附名片 Please attach relevant name cards) :

甲方 1 st party	單位中文名稱 : _____ Company Name : _____		中 小 企 業 SMEs <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
	來源地 : _____	Origin : _____	
	簽約人姓名 : _____	Name of the signatory : _____	
	簽約人職銜 : _____	Title of the signatory : _____	
乙方 2 nd party	單位中文名稱 : _____ Company Name : _____		中 小 企 業 SMEs <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
	來源地 : _____	Origin : _____	
	簽約人姓名 : _____	Name of the signatory : _____	
	簽約人職銜 : _____	Title of the signatory : _____	

(如超過兩間公司，可另繕一頁。Please fill in a separate form if more than two companies are involved.)

3. 指定聯繫人資料 Contact Person Information (請附上名片 Please attach relevant name card)

姓名 Name	職銜 Title
單位名稱 Company Name	
地址 Address	
電話 Tel ()	流動電話 Mobile ()
傳真 Fax ()	電子郵件 E-mail

4. 合約形式 Type of Protocol (請附上有關合約之副本 Please attach copy of the relevant contract)

- ☐ 合同 Contract ☐ 協議 Agreement ☐ 備忘錄 Memorandum
☐ 意向書 Intention Agreement ☐ 其他 Other (Please specify _____)

5. 簽訂內容 Contract Information

- ☐ 貿易 Trade ☐ 合資 Joint Venture ☐ 技術合作 Technical Co-operation
☐ 投資 Investment ☐ 代理 Agency ☐ 服務 Services
☐ 其他 (請註明) Others (Please Specify) _____

6. 對於項目落實是否有預計時間表? Do you have any project implementation schedule?

- ☐ 是 Yes (預計時間 Estimated Time : ☐ 半年 6 months ☐ 1 年 1 year ☐ 2 年 2 years ☐ 其它 Other _____)
☐ 否 No
☐ 不適用 Not applicable

7. 請提供項目內容簡介 Please kindly provide protocol content information.** :

3A. 簽約項目申報表

Protocol Signing Ceremony Application Form



****備註：**為了更好地了解項目的落實情況，主辦方將以發送問卷方式追蹤及收集項目進度。根據項目負責人遞交的資料，主辦方將適時透過本地媒體，為項目進行宣傳或相關推廣工作，進一步協助投資者拓展商機。

****Note:** To better understand the implementation progress of the project, a questionnaire will be sent to collect information. Based on the information provided, we shall assist with the promotion of the project through local media and further develop business opportunities for investors.

單位蓋章及負責人簽署
 Signature and Company Stamp

日期
 Date

☐ 茲聲明本申請表所填寫及提交之資料屬實，並知悉主辦方僅作為提供有關簽約儀式的支援者角色，因有關項目產生或引致由簽約方承擔或蒙受的任何損害或損失，主辦方一概免除法律及訴訟上的責任。 I hereby declare that all information provided on this form is true. I am also aware that the Organizer is merely to support the occasion of the signing contracts, and that the Organizer will not be held accountable for any loss or damage to the signatories arising from the project.

主辦單位 Organiser

澳門貿易投資促進局 Macao Trade and Investment Promotion Institute

提交資料及查詢 Submission and Inquiry

C-PLPEX 承辦單位: 澳門華諾會展策劃顧問有限公司
 C-PLPEX Coordinator: WellKnown Exhibition & Convention Consultancy Co., Ltd.
 聯絡人 Contact Person : 藍小姐 Ms. Gia Lan
 電話 Tel : +853 8798 9349 傳真 Fax : +853 2855 7831
 電郵 E-mail : cplpex@ipim.gov.mo / gia@wkebccc.com

3B.商業配對洽談意向收集表

Business Matching Intention Questionnaire



網上商業配對服務平台使用指南

Guideline for using the IPIM Online Business Matching Service Platform

- 進入網上商業配對服務平台
<http://bm.ipim.gov.mo>
於右上角 註冊 或 登錄。

Access the IPIM Online Business Matching Service Platform
<http://bm.ipim.gov.mo>
and **register or login in** the top right corner of the page.

QR Code:
- 已有帳戶，可直接登錄：
未有帳戶，請先註冊。

If you already have an account please login.
If not please sign up for a new account.
- 在註冊版面填寫資料開立帳戶，
填妥後輸入驗證碼、勾選已閱使用條款
並按下 註冊。
及後會收到激活的電郵通知，即可登入。

In the registration page, fill in the mandatory fields and input the Verification code and click on Register.
You can start to use the platform after receiving an activation email.
- 帳戶激活後可登錄，點選

After the account activation please login and click on the event
- 點選 參加活動
按提示輸入供應 / 採購項目、
聯絡人資料及會面時間。

Click on Join Event
and select between supplier and buyer, fill in the data and set the available time slot for meetings.
- 在參與商戶列表中點選有意會面的商戶。進入商戶版面中點選
 有意約見，邀請會面完成！

Within the participant list select the entity with whom you would like to meet. Once in the entity page, click on Request for meeting to send the invitation. The invitation was sent successfully.

3B.商業配對洽談意向收集表

Business Matching Intention Questionnaire



邀請參加商業配對洽談 (2023 年 10 月 19 日至 22 日)
Invitation to participate on Business Matching (19th to 22nd October, 2023)

由澳門貿易投資促進局主辦的“第一屆中國—葡語國家經貿博覽會(澳門)”(1.^a C-PLPEX)將於2023年10月19-22日舉行。C-PLPEX將一如既往為參展商及與會者提供免費專業洽談對接服務，透過“網上商業配對服務平台”(https://bm.ipim.gov.mo/)自助配對，在會前尋找及約見合適的供應商或採購商，開拓市場。

C-PLPEX配對洽談區將設有專場配對及行業採購專區等系列洽談活動，邀請澳門知名酒店、超市、電商、各行業企業等駐場採購，促進合作，共創商機！

Organised by Macao Trade and Investment Promotion Institute (IPIM), the “1st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao)” (1.^a C-PLPEX), will take place from the 19th to 22nd October, 2023. This year’s C-PLPEX will continue to provide a free Business Matching Service for all participating entrepreneurs. In order to assist entrepreneurs in their search for the right partners, promote their products and services as well as to develop business opportunities, you are invited to sign up at “Online Business Matching Service Platform” (http://bm.ipim.gov.mo/) now! The earlier you join, the more connections could be reached.

A series of activities including specialised business matching sessions, and buyers’ corner will be offered. Featured buyers including Hotels, Supermarkets, E-commerce enterprises as well as enterprises from various industries are invited to be hosted buyers during the event.

單位名稱 (如有) Company Name (if any) _____

聯絡人 Contact Person _____ 電話 Tel _____

聯絡地址 Contact Address _____

傳真 Fax _____ 電子郵箱 E-mail _____

有意 ☐ 尋找 Look for / ☐ 提供 Offer 之行業類別 (可複選) Industry Category (Can choose more than one category)

☐ 餐飲集團 Catering Group

☐ 商場超市 Supermarket

☐ 酒店 Hotel

☐ 進出口貿易 Trading

☐ 電子商務 E-commerce

☐ 其他 Others (請註明 Please Specify _____)

參加商業配對方法：(已註冊的用戶請直接到第2步)

1. 用戶註冊：如貴機構尚未在平台註冊，請瀏覽 <http://bm.ipim.gov.mo/>，請在頁面右上方點擊‘註冊’，填妥公司資料進行註冊。
2. 參加 C-PLPEX 商業配對：登錄註冊用戶後，點擊‘參加活動’。
3. 填妥配對資料：設定尋找/提供的合作項目、聯繫資料、展會期間可配對會面時間、可按需要上傳產品目錄等，豐富企業介紹，提高成效。
4. 自助配對：瀏覽參與商戶列表，揀選合適的企業發出及接受會面邀請。
5. 會面時間表：會面時間表將於會前透過登錄平台及電子郵件上查看。

How to join business matching: (Proceed to Step 2 if you are an existing user)

1. User registration: If you do not have an account yet, please visit <http://bm.ipim.gov.mo/>, click “Register” at the top right corner and fill in company information to register an account.
2. Join C-PLPEX business matching: Simply click “Join Event” at the online platform after login.
3. Fill out with details: Identify your purchasing/supplying items, contact information, available onsite meeting timeslot, upload product catalog where necessary.
4. Self-matching: You can explore the company profiles from the List of Participants, request and accept suitable companies for pre-arranged onsite meeting.
5. Tentative meeting schedule: The tentative meeting schedule can be checked before the exhibition through [Online Platform](#) and email. Please stay tuned with us!

如有查詢，敬請聯絡 C-PLPEX 配對專員，電話：+853 8798 9349 或傳真：+853 2855 7831 或電郵：Gia@wkebcc.com。

For any enquiries, please do not hesitate to reach our C-PLPEX business matching specialists at tel: +853 8798 9349/ fax: +853 2855 7831/ email: Gia@wkebcc.com

4.廣告申請表

Advertisements Application Form



請以中文或英文 (正楷) 填寫。請於 **2023 年 09 月 22 日** 前填妥表格並電郵至 cplpex@ipim.gov.mo 大會承辦單位
 Please fill the form in Chinese or English (block letters) and return by email (cplpex@ipim.gov.mo) to C-PLPEX Coordinator by **22nd Sep, 2023**

參展商資料 Exhibitor Information

單位名稱 Company / Organisation Name		展位編號 (由大會填寫) Booth No. (Official Use Only)	
聯絡人 Contact Person			
電子郵箱 E-mail			
電 話 Tel	流動電話 Mobile	傳 真 Fax	
郵 編 Post Code	國家 Country / 地區 Region	城 市 City	
地 址 Address			

1. 場內廣告 Advertisements Inside the Exhibition Hall

A. 柱位廣告 Pillar Advertisements

大會於場內設計柱位廣告，為有意透過展位宣傳其產品或服務之參展商或其他機構提供更多宣傳渠道。

There will be advertisements on the pillars inside the exhibition hall, providing more promotional channels to exhibitors or other organisations who wish to promote their products or services at C-PLPEX.

B. 廣告背景板 Backdrop

提供於大會入口兩旁的位置以作宣傳之用。

There will be two walls next to the exhibitor main gate reserved exclusively for promotion purpose.

C. 易拉架 Easy up Banner

大會將安排客戶的易拉架放置於展覽會現場的當眼位置，客戶可於展覽會結束後將易拉架帶走。

There will be Easy up Banner areas which will be placed noticeably inside the exhibition hall. Exhibitors can keep the banner after the event is accomplished.

D. 吊旗 Hanging Banner

大會將提供吊旗位置給客戶租用。

There will be hanging points to rent for exhibitor to place hanging banner.

2. 參觀指南廣告 Advertisement in Visitor' s Guide

參觀指南將於展覽會舉行時期派發給嘉賓、參展商、採購商、政府部門或有關商會團體，歡迎刊登廣告。

The Visitor' s Guide will be distributed during the Exhibition to VIPs, exhibitors, buyers, government departments, related chambers of commerce and trade associations. Publications of advertisements are welcome.

3. 網站廣告 Website Advertisement

C-PLPEX 大會網站 www.cplpex.mo，歡迎所有參展商及服務供應租用廣告位，租期直至 10 月底，歡迎直接與承辦單位聯絡。

The official website of C-PLPEX is "www.cplpex.mo". Exhibitors and service providers are welcome to advertise on the C-PLPEX website by renting. The tenancy is from now until the end of Oct, 2023. Kindly contact the coordinators for more details.

4. 註 Remarks

· 所以廣告稿由客戶提供，上述費用不包括製作稿及菲林輸出費用。

All advertisement files should be provided by advertisers. The artwork and film output charges are not included in the price.

· 付款方法：費用需存至大會之銀行戶口，並於 **2023 年 9 月 22 日** 或之前，將銀行回執電郵或傳真至大會承辦單位以作確認。

Payment method: Payment should be remitted to the official bank account and the bank-on slip / document to the Coordinator by fax or email by **22nd Sep, 2023**.

4.廣告申請表

Advertisements Application Form



5. 價格表 Advertising Rate Chart

廣告類型 Type of advertisement			裁切後廣告尺寸 Trimmed Size	價格 Price	單位 Unit	數量 Qty
				澳門元 MOP		
1.	場內廣告 Advertisements inside Exhibition Hall	柱位廣告 Pillar Advertisement	1.5m(w) * 2m(h)	1,500.00	1 面 Each side	
		易拉架 Easy roll banner	0.85m(w)*2m(h)	1,000.00	個 Each banner	
		廣告背景板 Backdrop	12m(w) * 3m(h)	15,000.00	張 (單面) 1 side	
		吊旗 Hanging Banner	4m(w)*2m(h)	4,725.00	支 Each Flag	
2.	參觀指南廣告 Advertisements in Visitor' s Guide	內頁全版彩色 Full Page (Color)	21cm(h)*9.5cm(w)	8,000.00	頁 Page	
3.	大會網站廣告 Website Advertisement	175px*150p 接受 jpg · gif 或 flash. Please provide jpg, gif or flash file for the advertisement		1,000.00	個 Each ad	
總金額 Grand Total (澳門元 MOP)						

· 以上價格只包括廣告印製及基本安裝，並不包括廣告排版設計及其他因安裝之額外費用，例如吊點、升降台等。

The above rate is including production, printing and basic installation. Advertisement design and additional installation cost are not included, such as hanging fee, work lift.

主辦單位有相關廣告之其他細節的最終決定權。

The Organiser reserves the right of final decision regarding the location and other details of the advertisement.

4.廣告申請表

Advertisements Application Form



<p>付款方法 (請在適當口內加「<input type="checkbox"/>」)</p> <p><input type="checkbox"/> 直接存款或電匯至以下戶口</p> <p>戶名：華諾會展策劃顧問有限公司</p> <p>銀行名稱：中國銀行 (澳門分行)</p> <p>帳號 A/C No.： 18-25-01-10-2739784 (澳門元 MOP)</p> <p>Swift Code：BKCHMOMX</p> <p>銀行地址：澳門蘇亞利斯博士大馬路 323 號中國銀行大廈</p> <p>備 注：</p> <p>* 銀行匯款手續費及聯繫行費用由客戶支付。</p> <p>* 匯款後請將匯款單傳真 (+853 2855 7831) 或電郵 (Info@wkebcc.com) 至華諾會展會計，並請在上標明公司名稱及展位編號。</p> <p><input type="checkbox"/> 支票付款 (只接受澳門元支票)</p> <p>支票抬頭：華諾會展策劃顧問有限公司</p> <p>支票號碼：_____</p> <p>銀行名稱：_____</p> <p>金額：(澳門元)_____</p> <p>請在支票背面寫上展覽名稱、公司名稱及展位號碼。</p>	<p>Payment method (Please tick the appropriate box.)</p> <p><input type="checkbox"/> Remittance or T/T Payment directly to the following account.</p> <p>A/C Name: WELLKNOWN EXHIBITION & CONVENTION CONSULTANCY COMPANY LIMITED</p> <p>Bank: Bank of China (Macau Branch)</p> <p>A/C No.: 18-25-01-10-2739784 (MOP)</p> <p>Swift Code: BKCHMOMX</p> <p>Address of receiving Bank: No.323 Ave. Doutor Mario Soares, Macau</p> <p>Note:</p> <p>* All banking charges, if any, are to be paid by the applicant.</p> <p>* Please send the remittance receipt back to WELLKNOWN EXHIBITION & CONVENTION CONSULTANCY COMPANY LIMITED via fax (+853 2855 7831) or e-mail (Info@wkebcc.com).</p> <p>Please mark your company name and booth number on the receipt.</p> <p><input type="checkbox"/> Paid by cheque (Only MOP cheques will be accepted)</p> <p>Payable to: WELLKNOWN EXHIBITION & CONVENTION CONSULTANCY COMPANY LIMITED</p> <p>Please mark your company name and booth number on the receipt.</p> <p>Cheque No. : _____</p> <p>Bank : _____</p> <p>Amount : (MOP)_____</p> <p>Please indicate the show name, company name and your booth no. on the back of the cheque.</p>
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單位名稱 Company / Organisation _____	展位編號 (由大會填寫) Booth No. (Official Use Only) _____
聯絡人 Contact Person _____	電子郵箱 E-mail _____
電話 Tel _____	流動電話 Mobile _____
地址 Address _____	傳真 Fax _____

 單位蓋章及負責人簽署
 Company Stamp & Authorized Signature

 日期
 Date

5. 酒店預定表格

Hotel Registration Form



如有意預訂“第一屆中國—葡語國家經貿博覽會(澳門)”大會酒店房間，請向大會承辦單位查詢。

To reserve rooms at the following official hotels of the 1st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao), please contact C-PLPEX Coordinator for enquiries on prices and details.

酒店名稱 Hotel		酒店地址 Address	供應日期 Available Date				
			18/10 三 Wed	19/10 四 Thu	20/10 五 Fri	21/10 六 Sat	22/10 日 Sun
			澳門元 MOP				
氹仔 Taipa	澳門喜來登大酒店 Sheraton Grand Macao (五星 5-Star) www.sheratongrandmacao.com	路氹城路氹連貫公路第 5 及 6 部分 COTAI, a Poente do Istmo Taipa-Coloane, parcelas 5 e 6	請聯繫大會承辦單位 Please contact C-PLPEX Coordinator				
	澳門威尼斯人酒店 The Venetian Macao (五星 5-Star) www.venetianmacao.com	澳門望德聖母灣大馬路·路氹金光大道 Estrada da Baía de N. Senhora da Esperança, s/n, Taipa, Macao SAR, P.R. China					
	澳門葡京人 Lisboaeta Macau (四星 4-Star) www.lisboetamacau.com	路氹填海區·鄰近路環電廠圓形地 Rotunda da Central Térmica de Coloane, COTAI					
	駿龍酒店 Grand Dragon Hotel (四星 4-Star) www.granddragon.com.mo	澳門氹仔沙維斯街 36 號 Rua de Chaves, n.º 36, Taipa, Macau					
	君怡酒店 Grandview Hotel (四星 4-Star) www.grandview-hotel.com	氹仔柯維納馬路 142 號和佛山街 16 號 142, Estrada Governador Albano de Oliveira, Taipa, Macau					
	澳門巴黎人 The Parisian Macao (三星 3-Star) www.parisianmacao.com	路氹填海區·路氹連貫公路·第一地塊·第 3 地段 COTAI, Estrada do Istmo, Lote 3 da Parcela 1					
澳門 Macao	勵宮酒店 Legend Palace Hotel (五星豪華 5-Star Deluxe) www.legendpalace.com.mo	澳門友誼大馬路澳門漁人碼頭勵宮酒店 Avenida da Amizade e Avenida Dr. Sun Yat-Sen, Macau Fisherman's Wharf, Macau					
	皇都酒店 Hotel Royal (五星 5-Star) www.hotelroyal.com.mo	澳門得勝馬路 2-4 號 Estrada da Vitória 2-4, Macau					
	澳門雅辰酒店 Artyzen Grand Lapa Macao (五星 5-Star) https://artyzen.grandlapa.com/	澳門友誼大馬路 956 至 1110 號 956-1110 Avenida Da Amizade, Macao					
	澳門富豪酒店 Hotel Beverly Plaza (四星 4-Star) www.beverlyplaza.com.mo	澳門羅理基博士大馬路 70 號·86 號·94 號·98 號和 106 號·地下·閣樓及以上數層 Avenida do Dr. Rodrigo Rodrigues, n.ºs 70, 86, 94, 98e 106, r/c, s/l e andares superiores, Macau					
	利澳酒店 Rio Hotel (四星 4-Star) www.riomacau.com	澳門高美士街 33 號及宋玉生廣場 682 號 Rua de Luís Gonzaga Gomes, n.º 33 e Alameda Dr. Carlos D' Assumpção, n.º 682, Macau					

如有意預訂鄰近會場的其他酒店請自行向大會承辦單位查詢。

For hotels near the venue, please contact C-PLPEX Coordinator for enquiries on prices and details.

5. 酒店預定表格

Hotel Registration Form



個人資料 Guest Information	付款方式 Payment Method
<p>入住客人姓名及拼音 (請按旅遊證件填寫) Name as in Passport</p> <p>1. _____ 2. _____</p> <p>旅遊證件號碼 Travel Document No.</p> <p>1. _____ 2. _____</p> <p>入住酒店名稱 Selected hotel _____</p> <p>手機 Mobile No. _____</p> <p>公司/機構 Company/Organisation _____</p> <p>聯絡人姓名 Contact Person _____</p> <p>電話 _____ 傳真 _____ Telephone No. _____ Fax No. _____</p> <p>電郵 Email _____</p>	<p>銀行匯款資料 Remittance Information :</p> <p>澳門幣銀行帳戶 MOP A/C :</p> <p>戶名 Account : 好運旅行社有限公司 AG.DE VIAGENS E TURISMO HOU WAN LIMITADA</p> <p>銀行名稱 Bank : 工商銀行澳門分行 Industrial and Commercial Bank of China (Macao) Limited</p> <p>銀行帳戶 A/C No. : 0119-1002-0000-4929-758 (澳門元 MOP)</p> <p>Swift code : ICBKMOMX</p>

註

- 所有訂房以收到匯款作實，訂房一經確認不作任何退款。
- 酒店入住時間為當日下午 3 時後，退房時間為翌日上午 11 點前，如要求提早入住或延遲退房，均視乎當時入住的酒店情況而確定 (入住條款及細則以入住的酒店網站公佈為準)。
- 活動期間大會備有穿梭巴士接載住客往返澳門威尼斯人酒店 (以大會網站公佈為準)。
- 如有任何更改，以大會最後公佈為準。
- 因應澳門特別行政區政府要求的防疫指引，所有人士入境澳門、進入酒店及特定場所時需出示《澳門健康碼》綠碼 (《澳門健康碼》申報請進入 <https://app.ssm.gov.mo/healthPHD/page/index.html>)。

Remarks

- Reservations are confirmed by completed transactions. All payments are non-refundable.
- Hotel check-in time commences at 15:00 and check-out should be made no later than 11:00. Any early check-in or late check-out request is subject to hotel availability upon check-in (subject to the latest announcement of the official website).
- Chartered buses to and from The Venetian Macao are available (subject to the latest announcement of the official website).
- Should there be any changes, please refer to the final announcement of the Organiser.
- Pursuant to the Macao SAR Government's Disease Prevention Guidelines, all persons are required to present a green "Macao Health Code" upon entry into Macao, entering hotel establishments and designated premises. For the Macao Health Code system, please visit <https://app.ssm.gov.mo/healthPHD/page/index.html>

大會旅行社聯絡資料 Contact Details of the Official Travel Agent

聯絡人 Contact Person : 李小姐 Ms. Lei
電話 Tel : +853 6218 0016 / +86 15344880016
電郵 Email : 431965481@qq.com
傳真 Fax : +853 2871 7232

6. 展品貨運服務申請表

Exhibit Transportation Service Application Form



請以中文或英文 (正楷) 填寫。請於 **2023 年 09 月 29 日** 前填妥表格並電郵以下大會物流中心

Please fill the form in Chinese or English (block letters) and return by email to Official Freight Centre as below by **29th Sep, 2023**

參展貨源單 List of Exhibits

單位名稱 Company / Organisation Name					展位編號 Booth No.					
國家 / 地區 Country / Region					付運方式 Means of Transportation (Incoterms)					
聯絡人 Contact Person			電話 Tel		傳真 Fax					
展品貨運服務安排 Exhibitor Transportation Service Arrangement										
<input type="checkbox"/> 選用大會展品貨運服務 Apply for Our Exhibit Transportation Service					<input type="checkbox"/> 本參展商自行安排展品運往大會指定集貨點 Self-Arranged by Exhibitor					
澳門 Macao Office					委託單位名稱 Forwarder					
聯合雅達物流有限公司 澳門南灣大馬路 429 號南灣商業中心 12 樓 1201 室 聯絡人 Contact Person: Henry Siu 電話 Tel: +853 6689 7218 傳真 Fax: +852 2838 9232 電子郵件 E-mail: henry@united-atlanta.com										
香港 Hong Kong Office					聯絡人 Contact Person					
聯絡人 Contact Person: 電話 Tel: 傳真 Fax: 電子郵件 E-mail:										
廣州 Guangzhou Office					電話 Tel		傳真 Fax			
聯絡人 Contact Person: 電話 Tel: 傳真 Fax: 電子郵件 E-mail:					電子郵件 E-mail					
箱號 Case No.	尺寸 (厘米 cm) 長 x 寬 x 高 Size: L x W x H	體積 VOL	重量 (公斤) G. weight (Kg)	展品明細 Product Specifications	數量 Qty	單價 Unit price (澳門元 MOP)	總價 Total Price (澳門元 MOP)	展品處置 Disposals		
								A	B	C
總體積 Total Volume										
總重量 Total Weight						總價 Total Price		A. 回運 (Return) B. 銷售 (Sell) C. 消耗 (Consumed / Giveaway)		

6. 展品貨運服務申請表

Exhibit Transportation Service Application Form



展品運輸 The Exhibits Logistic Service :

- 展覽場地內所有入場及出場運輸必須由大會承運商負責，參展商必須於展覽期前 7-10 個工作天內聯絡大會承運商，並提供所有貨物資料（種類、尺寸、重量、數量等）。

All logistic in the exhibition hall is operated by C-PLPEX official Forwarder. Exhibitors have to inform and provide all relevant cargo information (type, size, weight, quantity, etc.) to the Forwarder 7 -10 working days before the exhibition.

- 展覽場地內所有運輸工具由大會承運商提供，如需租用可提前向大會承運商聯絡安排。

All logistic equipment in the exhibition hall will be provided by C-PLPEX official Forwarder. For equipment rental, please contact the Forwarder for arrangement in advance.

- 有關展覽場地以外之運輸事宜，參展商可以選擇自行安排將展品運往指定集貨點或聯絡大會承運商安排，參展商必須於展覽期前 10 個工作天前聯絡大會承運商。

For Macao local logistic service, Exhibitors are able to arrange the logistic on their own or contact the C-PLPEX official Forwarder 10 working days before the exhibition for logistic service.

- 參展商如需於澳門境外收貨，必須於展覽期前 1 個月與大會承運商聯絡。

For oversea logistic service, Exhibitors are able to arrange the logistic on their own or contact the C-PLPEX official Forwarder 1 month before the exhibition for logistic service.

以上所產生的所有費用，將會由參展商負責，費用可以向大會承運商查詢。

All of the above incurred costs will be responsible for the Exhibitors. Please refer to the C-PLPEX official forwarder.

註 Remarks:

- 大部份貨品一般情況下可免稅進入澳門特別行政區自由港。藥物（包括健康食品）和應課稅貨品如煙草、酒精等均受到有條件限制進口。倘若有該類貨品參展，必須盡早提供明確資料以便申請入口準備。

鑒於澳門海關及市政署相關部門對於所有食品及酒精飲料類進口管理嚴格，並需要辦理特殊的入口許可證及確認批准才可入口，參展商如發運此類貨物前，請確認持有效的原產地證明，官方健康衛生證書及準確填報詳細展品報關清單。參展商請務必於指定收貨期前 15 個工作天提供有關文件給我司，以便向相關機構諮詢並申請相關入口許可證的檔。所有此類展品均需徵稅及海關查驗，而有關稅款將不會退還。若市政署確定准許此類展品入口參展，向有關部門申請入口許可證，運輸費用將另行報價。

Macao SAR is a free port and most goods can be imported duty-free. Pharmaceuticals (including health food) and taxable products such as tobaccos, alcohols etc. must acquire an import permit.

Special arrangements have been made with the Macao Customs Service and relevant departments of The Municipal Affairs Bureau to facilitate clearance and quarantine formalities. We must have the confirmation and permits from the relevant parties before importation. All shipments are to be covered by the copy Certification of Origin and Official Government Health Certificates which are to be sent together with List of Exhibits to us not later than 15 working days of the official freight deadline to process import permits. Exhibitors are advised NOT to send shipment to Macao directly without our confirmation in advance. All these kind of items will incur duties and non-refundable tax. If the importation is approved, the handling and service charges for these kinds of item, quotation will be furnished upon request.

- 展館 A 內運輸收費為澳門元 350.00 / 立方米，最低收費為澳門元 525.00，即 1.5 立方米。

Transportation fee of cargo within expo hall A is MOP350.00/cbm; and MOP525.00 (1.5cbm) minimum charge is required.

本人僅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.

單位蓋章及負責人簽署

Company Stamp & Authorized Signature

日期

Date

7.傢具及雜項租賃表

Furniture and Miscellaneous Rental Application Form



請以中文（正楷）填寫。請於 2023 年 09 月 22 日 前填妥表格並電郵至 nkexpo@126.com 大會總承建

項目	內容	9 月 22 日 或之前 租用價格 (澳門元)	9 月 23 - 9 月 29 日 租用價格 (澳門元)	9 月 30 日 - 10 月 6 日 租用價格 (澳門元)	數量	金額 (澳門元)
WK - 05	有鎖地櫃 950mm (闊) x 500mm (深) x 750mm (高)	270.00	350.00	405.00		
WK - 06	高玻璃飾櫃 950mm (闊) x 500mm (深) x 1800mm (高)	700.00	910.00	1,050.00		
WK - 07	矮玻璃飾櫃 950mm (闊) x 500mm (深) x 1000mm (高)	450.00	585.00	675.00		
WK - 08	圓枱 60cm x 680 mm (高)	140.00	180.00	210.00		
WK - 09	白摺椅	65.00	85.00	100.00		
WK - 10	黑皮椅	150.00	195.00	225.00		
WK - 11	油壓吧椅 (黑&白)	230.00	300.00	345.00		
WK - 12	方枱 600mm (闊) x 600mm (深) x 780mm (高)	280.00	360.00	420.00		
WK - 13	詢問枱 950mm (闊) x 500mm (深) x 750mm (高)	280.00	360.00	420.00		
WK - 14	木層板 950mm (闊)	150.00	195.00	225.00		
WK - 15	雜誌架	210.00	270.00	315.00		
WK - 16	網版 950mm (闊) x 2000mm (高)	90.00	143.00	165.00		
WK - 17	廢紙箱	16.00	20.00	25.00		
WK - 18	掛衣通 950mm (闊) x 350mm (深) x 2000mm (高)	100.00	130.00	150.00		
WK - 19	掛衣架 1550mm (闊) x 1500mm (高)	210.00	270.00	315.00		
WK - 20	洞洞板連 20 個掛鉤 950mm (闊) x 2500mm (高)	220.00	286.00	330.00		
WK - 21	洞洞板帶鎖櫃連 20 個掛鉤 950mm (闊) x 500mm (深) x 2500mm (高)	350.00	455.00	525.00		
WK - 22	S 勾 10 個	30.00	39.00	45.00		
WK - 23	散尾葵	260.00	340.00	390.00		
WK - 24	枱花	200.00	260.00	300.00		
WK - 25	42 吋 LCD 電視機	1,200.00	1,560.00	1,800.00		
WK - 26	背牆 3m (W) x 2.5m (H) 珍珠板連電腦噴畫飾宣傳海報製作 (客戶提供輸出檔)	2,400.00	3,120.00	3,600.00		
現場改動標準設備申請						
- 拆除現有圍板 (包括重新鋪設電線收費): 每塊澳門元 150.00						
- 由入口改為三件圍板 (包括重新鋪設電線): 每塊澳門元 190.00						
- 名牌內容 (30 個中文字或英文字母): 每塊澳門元 190.00						
- 改動/拆除層板: 每塊澳門元 80.00						
- 更改射燈/電力插座位置: 每個澳門元 120.00						
總金額						

註:

- 以上 WK05 – WK26 只適用於標準展位。
- 以上項目均為租賃形式，租用人須就該等物品的遺失或損壞負責，並須向大會總承建商支付相關費用。
- 請參閱本手冊之 (五) 展位設施及設計限制和以下額外傢俱項目參考照片。
- 參展商如欲租用表格內未有刊出之物品或服務，可直接向大會總承建 / 供應商查詢。
- 所有標準展位配套設備 (包括傢俱及電器) 均不可更換。
- 有關申請必須連同本頁的付款表格及全部款項 (包括附加費) 一併交回標準展位承建商，方為有效，否則一概恕不受理。
- 此表格等同票據。除參展商要求外，所有設施租賃均不會另獲發票或收據。
- 於 2023 年 9 月 22 日以後申請之參展商，需加收 30%附加費；而於 2023 年 9 月 29 日以後之申請，附加費為 50% (每個項目)。
- 取消申請必須書面提出，2023 年 9 月 22 日後取消申請，需徵收 30%取消費。2023 年 9 月 29 日或以後，不可取消任何申請。
- 付款方法：費用需存至大會總承建之銀行戶口，並於 2023 年 9 月 22 日或之前，將銀行回執電郵: nkexpo@126.com 或傳真: +853 2871

7.傢具及雜項租賃表

Furniture and Miscellaneous Rental Application Form



5986 至大會承建商以作確認。

11. 所有申請以收到銀行回執的日期為準，並非以提交表格為完成申請程序，請於每個截止日期前提交所有表格及銀行回執，以避免未完成整個申請程序導致附加費用的衍生。

<p>付款方法 (請在適當口內加「☑」)</p> <p><input type="checkbox"/> 直接存款或電匯至以下戶口</p> <p>戶名：南光國際會議展覽有限公司</p> <p>銀行名稱：中國銀行澳門分行</p> <p>帳號 A/C No. : 18-01-01-10-1810402 (澳門元)</p> <p>Swift Code : BKCHMOMX</p> <p>銀行地址：澳門蘇亞利斯博士大馬路中國銀行大廈</p> <p>備 注：</p> <p>* 銀行匯款手續費及聯繫行費用由客戶支付。</p> <p>* 匯 款 後 請 將 匯 款 單 傳 真 +853 2871 5986 或 電 郵 (nkexpo@126.com)至南光國際會議展覽有限公司，並請在上標明單位名稱及展位編號。</p> <p><input type="checkbox"/> 支票付款 (只接受澳門元支票)</p> <p>支票抬頭: _____</p> <p>支票號碼: _____</p> <p>銀行名稱: _____</p> <p>金額: (澳門元) _____</p> <p>請在支票背面寫上展覽名稱、單位名稱及展位號碼。</p>	<p>Payment method (Please tick the appropriate box.)</p> <p><input type="checkbox"/> Remittance or T/T Payment directly to the following account.</p> <p>A/C Name: Nam Kwong International Conference & Exhibition Co., Ltd.</p> <p>Bank: BANK OF CHINA MACAO BRANCH, MACAO</p> <p>A/C No. : 18-01-01-10-1810402 (MOP)</p> <p>Swift Code: BKCHMOMX</p> <p>Address of receiving Bank: BANK OF CHINA BUILDING AV. DOUTOR MARIO SOARES, MACAO</p> <p>Note:</p> <p>* All banking charges, if any, are to be paid by the applicant.</p> <p>* Please send the remittance receipt back to Nam Kwong International Conference & Exhibition Co., Ltd. via fax +853 2871 5986 or e-mail (nkexpo@126.com).</p> <p>Please mark your company name and booth number on the receipt.</p> <p><input type="checkbox"/> Paid by cheque (Only MOP cheques will be accepted)</p> <p>Payable to : Nam Kwong International Conference & Exhibition Co., Ltd.</p> <p>Cheque No. : _____</p> <p>Bank : _____</p> <p>Amount : (MOP) _____</p> <p>Please indicate the show name, company name and your booth no. on the back of the cheque.</p>
---	---

單位名稱 _____ 展位編號 (由大會填寫) _____

聯絡人 _____ 電子郵箱 _____

電 話 _____ 流動電話 _____ 傳 真 _____

地 址 _____

單位蓋章及負責人簽署

日期

7.傢具及雜項租賃表

Furniture and Miscellaneous Rental Application Form



Please fill the form in English (block letters) and return by email (nkexpo@126.com) to Official Contractor by 22nd Sep, 2023

No.	ITEMS	22 nd Sep or before Rental Prices (MOP)	23 rd Sep to 29 th Sep Rental Prices (MOP)	30 th Sep to 6 th Oct Rental Prices (MOP)	Qty.	Amount (MOP)
WK-05	Lockable Information counter 950mm (W) x 500mm (D) x 750mm (H)	270.00	350.00	405.00		
WK-06	Tall Showcase 950mm (W) x 500mm (D) x 1800mm (H)	700.00	910.00	1,050.00		
WK-07	Low Showcase 950mm (W) x 500mm (D) x 1000mm (H)	450.00	585.00	675.00		
WK-08	Round Table Ø 60cm x 680mm (H)	140.00	180.00	210.00		
WK-09	Folding Chair in White	65.00	85.00	100.00		
WK-10	Armchair in Black	150.00	195.00	225.00		
WK-11	Bar Stool (Black & White)	230.00	300.00	345.00		
WK-12	Square Table 600mm (W) x 600mm (D) x 780mm (H)	280.00	360.00	420.00		
WK-13	information Counter 950mm (W) x 500mm (D) x 750mm (H)	280.00	360.00	420.00		
WK-14	Shelf 950mm (W)	150.00	195.00	225.00		
WK-15	Magazine Rack	210.00	270.00	315.00		
WK-16	Hanging Net 950mm (W) x 2000mm (H)	90.00	143.00	165.00		
WK-17	Waste Bin	16.00	20.00	25.00		
WK-18	Clothes Rod 950mm (W) x 350mm (D) x 2000mm (H)	100.00	130.00	150.00		
WK-19	Clothes Hanger 1550mm (W) x 1500mm (H)	210.00	270.00	315.00		
WK-20	Hanging Board with 20 Hooks 950mm (W) x 2500mm (H)	220.00	286.00	330.00		
WK-21	Hanging Board with Lockers and 20 Hooks	350.00	455.00	525.00		
WK-22	S shape Hooks x 10	30.00	39.00	45.00		
WK-23	Green Plant	260.00	340.00	390.00		
WK-24	Flower	200.00	260.00	300.00		
WK-25	42" LCD TV	1,200.00	1,560.00	1,800.00		
WK-26	3m (W) x 2.5m (H) PVC Material Poster on Backdrop (Output file provided by customer)	2,400.00	3,120.00	3,600.00		
- Dismantling panel (including re-laying of electrical wiring): MOP150.00 per panel						
- Changing open side to 3 nos. of panel (including re-laying of electrical wiring): MOP190.00 per panel						
- Charged for lettering (Max. 30 characters) for the fascia board: MOP190.00 per panel						
- Removal or dismantling of shelves: MOP80.00 per shelf						
- Removal or dismantling socket/spotlight: MOP120.00 per piece						
TOTAL AMOUNT						

Remarks:

- WK05-WK26 of the above are applicable to Standard Booth only.
- All items are on rental basis. In the event of any loss or damage to the rental items for which hirer is liable, the hirer will reimburse the Official Stand Contractor for the total cost of making good or replacement.
- Please read Manual part (5) Booth Design & Facilities and refer to the reference photos of additional furniture as below.
- Facilities and services are not indicated on the forms and subject to quotation on individual job basis.
- Do not allow to change any furniture and electrical items in the Standard Booth Package.
- The application must be submitted with the payment form on this page and all payments (including surcharges) to standard booth contractor for valid application, otherwise application would not be entertained.
- This application form will serve as receipt. Unless requested by Exhibitors, no additional invoice or receipt will be issued for rental.
- 30% surcharge is required for any order received after 22nd Sep, 2023 and 50% surcharge after 29th Sep, 2023.
- Cancellation of any order must be submitted in writing. Cancellation after deadline 22nd Sep, 2023 is subject to 30% cancellation charge. No cancellation will be accepted on or after 29th Sep, 2023.
- Payment Method: Payment should be remitted to the official contractor's bank account, and please send the bank-in slip / document to the official contractor for confirmation by E-mail: nkexpo@126.com or Fax: +853 2871 5986 by 22nd Sep, 2023.
- All application is completed with the application form and bank slip. Please be reminded to submit the application form with bank slip before any deadlines, in avoid generation surcharges.

7.傢具及雜項租賃表

Furniture and Miscellaneous Rental Application Form



<p>付款方法 (請在適當口內加「☑」)</p> <p><input type="checkbox"/> 直接存款或電匯至以下戶口</p> <p>戶名：南光國際會議展覽有限公司</p> <p>銀行名稱：中國銀行澳門分行</p> <p>帳號 A/C No. : 18-01-01-10-1810402 (澳門元)</p> <p>Swift Code : BKCHMOMX</p> <p>銀行地址：澳門蘇亞利士博士大馬路中國銀行大廈</p> <p>備 注：</p> <p>* 銀行匯款手續費及聯繫行費用由客戶支付。</p> <p>* 匯款後請將匯款單傳真 +853 2871 5986 或電郵 (nkexpo@126.com)至南光國際會議展覽有限公司，並請在上標明單位名稱及展位編號。</p> <p><input type="checkbox"/> 支票付款 (只接受澳門元支票)</p> <p>支票抬頭：南光國際會議展覽有限公司</p> <p>支票號碼：_____</p> <p>銀行名稱：_____</p> <p>金額：(澳門元)_____</p> <p>請在支票背面寫上展覽名稱、單位名稱及展位號碼。</p>	<p>Payment method (Please tick the appropriate box.)</p> <p><input type="checkbox"/> Remittance or T/T Payment directly to the following account.</p> <p>A/C Name: Nam Kwong International Conference & Exhibition Co., Ltd.</p> <p>Bank: BANK OF CHINA MACAO BRANCH, MACAO</p> <p>A/C No. : 18-01-01-10-1810402 (MOP)</p> <p>Swift Code: BKCHMOMX</p> <p>Address of receiving Bank: BANK OF CHINA BUILDING AV. DOUTOR MARIO SOARES, MACAO</p> <p>Note:</p> <p>* All banking charges, if any, are to be paid by the applicant.</p> <p>* Please send the remittance receipt back to Nam Kwong International Conference & Exhibition Co., Ltd. via fax +853 2871 5986 or e-mail (nkexpo@126.com).</p> <p>Please mark your company name and booth number on the receipt.</p> <p><input type="checkbox"/> Paid by cheque (Only MOP cheques will be accepted)</p> <p>Payable to : Nam Kwong International Conference & Exhibition Co., Ltd.</p> <p>Cheque No. : _____</p> <p>Bank : _____</p> <p>Amount : (MOP)_____</p> <p>Please indicate the show name, company name and your booth no. on the back of the cheque.</p>
--	--

Company name: _____ Booth No. (Official Use Only): _____

Contact Person: _____ E-mail: _____

Tel: _____ Mobile: _____ Fax: _____

Address: _____

 Company Stamp & Authorized Signature

 Date

7.傢具及雜項租賃表

Furniture and Miscellaneous Rental Application Form



額外傢俱項目參考照片 (部分)

Reference photos of additional Furniture (partial)



WK-11
油壓吧椅



WK-12
正方檯



WK-13
詢問檯



WK-05
有鎖地櫃



WK-06
高玻璃飾櫃



WK-07
矮玻璃飾櫃



WK-08
圓檯



WK-09
白摺椅



WK-10
黑皮椅

7.傢具及雜項租賃表

Furniture and Miscellaneous Rental Application Form



WK-14
木層板



WK-15
雜誌架



WK-16
網板



WK-17
廢紙箱



WK-18
掛衣通



WK-19
掛衣架



WK-20
洞洞板連20個掛勾



WK-21
洞洞板連20個掛勾



WK-22
"S" 勾10個

7.傢俱及雜項租賃表

Furniture and Miscellaneous Rental Application Form



額外傢俱項目參考照片 (部分)

Reference photos of additional Furniture (partial)



WK-23
散尾葵



WK-24
柏花



WK-25
42吋LCD電視機

8.電力裝置申請表

Electrical Installation Application Form



請以中文（正楷）填寫。請於 2023 年 09 月 22 日 前填妥表格並電郵至 nkexpo@126.com 大會總承建

項目	內 容	9 月 22 日或之前 租用價格 (澳門元)	9 月 23 - 9 月 29 日 租用價格 (澳門元)	9 月 30 日- 10 月 6 日 租用價格 (澳門元)	數量	金額 (澳門元)
E-01	節能射燈 – 23 瓦 (輸出等於 100 瓦光度)	190.00	250.00	285.00		
E-02	節能長臂射燈 – 23 瓦 (輸出等於 100 瓦光度)	200.00	260.00	300.00		
E-03	節能光管 – 28W (輸出等於 40 瓦螢光管光度)	200.00	260.00	300.00		
E-04	泛光燈 (小太陽) – 300 瓦	460.00	600.00	690.00		
E-05	泛光燈 (小太陽) – 500 瓦	520.00	680.00	780.00		
E-06	100 瓦或以下燈具電力接駁	150.00	195.00	225.00		
E-07	200 瓦或以下燈具電力接駁	180.00	235.00	270.00		
E-08	300 瓦或以下燈具電力接駁	240.00	310.00	360.00		
E-09	500 瓦或以下燈具電力接駁	360.00	470.00	540.00		
E-10	42 / 37 吋 LCD 電視連 DVD 機 (不包括電源插座)	3,000.00	3,900.00	4,500.00		
E-10A	電視機掛牆背架	600.00	780.00	900.00		
E-10B	電視機座地大架 (可調整)	800.00	1,040.00	1,200.00		
E-11	座地冷凍冰箱 (-18 度) (不包括電源插座) 1280mm (闊) x 570mm (深) x 915mm (高)	1,200.00	1,560.00	1,800.00		
E-12	電插座 – 機器設備用 (用電量不超過 1000 瓦) (不能用於照明電裝置)	450.00	585.00	675.00		
E-13	電插座 – 機器設備用 (用電量不超過 1500 瓦) (不能用於照明用電裝置)	720.00	940.00	1,080.00		
E-14	電插座 – 機器設備用 (用電量不超過 2000 瓦) (不能用於照用電裝置)	940.00	1,220.00	1,410.00		
E-15	電插座 – 機器設備用 (用電量不超過 2500 瓦) (不能用於照用電裝置)	1,440.00	1,870.00	2,160.00		
E-16	電插座 – 機器設備用 (用電量不超過 3000 瓦) (不能用於照用電裝置)	1,620.00	2,110.00	2,430.00		
E-17	電插座 – 機器設備用 (用電量不超過 5000 瓦) (不能用於照用電裝置)	3,240.00	4,210.00	4,860.00		
以上 E-01 至 E-17 只適用於標準展位						
E-18	2000 瓦插座(照明用電)	2,520.00	3,280.00	3,780.00		
E-19	大電 30AMP / 200V	5,400.00	7,020.00	8,100.00		
E-20	大電 30AMP / 380V	10,800.00	14,040.00	16,200.00		
E-21	大電 60AMP / 380V	21,600.00	28,080.00	32,400.00		
E-22	1000 瓦電源插座 (24 小時用電)	2,100.00	2,730.00	3,150.00		
E-23	2000 瓦電源插座 (24 小時用電)	3,120.00	4,060.00	4,680.00		
E-24	3000 瓦電源插座 (24 小時用電)	4,560.00	5,930.00	6,840.00		
總金額						

8. 電力裝置申請表

Electrical Installation Application Form



註：

1. 以上 E-01 –E-17 只適用於標準展位。
2. 以上項目均為租賃形式，租用人須就該等物品的遺失或損壞負責，並須向大會總承建商支付相關費用。
3. 此表格等同票據。除參展商要求外，所有設施租賃均不會另獲發票或收據。
4. 於 2023 年 9 月 22 日以後申請之參展商，需加收 30%附加費；而於 2023 年 9 月 29 日以後之申請，附加費為 50% (每個項目)。
5. 取消申請必須書面提出，截止日期 (9 月 22 日) 後取消申請，需徵收 30%取消費。2023 年 9 月 29 日或以後，不可取消任何申請。
6. 除特別註明外：所有租用插座只限於發動 1 部機器之用。參展商或私人承建商若自備電燈或光管作攤位裝修用途，必須支付接駁費用，而燈光安裝及接駁必須諮詢大會承建商，如擅自接駁燈具，須徵收雙倍費用。
7. 接駁器及電線 / 電纜須由參展商自行提供。
8. 每個插座或電源只供一件電器或機器使用，不能使用萬能插座。
9. 有關申請必須連同本頁的付款表格及全部款項 (包括附加費) 一併交回標準展位承建商，方為有效，否則一概恕不受理。
10. 付款方法：費用需存至大會承建商之銀行戶口，並於 2023 年 9 月 22 日或之前，將銀行回執電郵: nkexpo@126.com 或傳真: +853 2871 5986 至大會承建商以作確認。
11. 所有申請以收到銀行回執的日期為準，並非以提交表格為完成申請程序，請於每個截止日期前提交所有表格及銀行回執，以避免未完成整個申請程序導致附加費用的衍生。

<p>付款方法 (請在適當口內加「<input checked="" type="checkbox"/>」)</p> <p><input type="checkbox"/> 直接存款或電匯至以下戶口</p> <p>戶名：南光國際會議展覽有限公司</p> <p>銀行名稱：中國銀行澳門分行</p> <p>帳號 A/C No. : 18-01-01-10-1810402 (澳門元)</p> <p>Swift Code : BKCHMOMX</p> <p>銀行地址：澳門蘇亞利斯博士大馬路中國銀行大廈</p> <p>備 注：</p> <p>* 銀行匯款手續費及聯繫行費用由客戶支付。</p> <p>* 匯款後請將匯款單傳真 +853 2871 5986 或電郵 (nkexpo@126.com)至南光國際會議展覽有限公司，並請在上標明單位名稱及展位編號。</p> <p><input type="checkbox"/> 支票付款 (只接受澳門元支票)</p> <p>支票抬頭：南光國際會議展覽有限公司</p> <p>支票號碼：_____</p> <p>銀行名稱：_____</p> <p>金額：(澳門元)_____</p> <p>請在支票背面寫上展覽名稱、單位名稱及展位號碼。</p>	<p>Payment method (Please tick the appropriate box.)</p> <p><input type="checkbox"/> Remittance or T/T Payment directly to the following account.</p> <p>A/C Name: Nam Kwong International Conference & Exhibition Co., Ltd.</p> <p>Bank: BANK OF CHINA MACAO BRANCH, MACAO</p> <p>A/C No.: 18-01-01-10-1810402 (MOP)</p> <p>Swift Code: BKCHMOMX</p> <p>Address of receiving Bank: BANK OF CHINA BUILDING AV. DOUTOR MARIO SOARES, MACAO</p> <p>Note:</p> <p>* All banking charges, if any, are to be paid by the applicant.</p> <p>* Please send the remittance receipt back to Nam Kwong International Conference & Exhibition Co., Ltd. via fax +853 2871 5986 or e-mail (nkexpo@126.com).</p> <p>Please mark your company name and booth number on the receipt.</p> <p><input type="checkbox"/> Paid by cheque (Only MOP cheques will be accepted)</p> <p>Payable to : Nam Kwong International Conference & Exhibition Co., Ltd.</p> <p>Cheque No. : _____</p> <p>Bank : _____</p> <p>Amount : (MOP)_____</p> <p>Please indicate the show name, company name and your booth no. on the back of the cheque.</p>
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單位蓋章及負責人簽署

日期

8. 電力裝置申請表

Electrical Installation Application Form



Please fill the form in English (block letters) and return by email (nkexpo@126.com) to Official Contractor by **22nd Sep, 2023**

NO.	ITEMS	22 nd Sep or before Rental Prices (MOP)	23 rd Sep to 29 th Sep Rental Prices (MOP)	30 th Sep to 6 th Oct Rental Prices (MOP)	Quantity	Amount (MOP)
E-01	Energy Saving Spotlight 23W (Emitting the same light as a 100W incandescent bulb)	190.00	250.00	285.00		
E-02	Energy Saving Long-arm Spotlight 23W (Emitting the same light as a 100W incandescent bulb)	200.00	260.00	300.00		
E-03	Energy Saving Fluorescent Tube 28W (Emitting the same light as a 40W fluorescent tube)	200.00	260.00	300.00		
E-04	Halogen floodlight (300W)	460.00	600.00	690.00		
E-05	Halogen floodlight (500W)	520.00	680.00	780.00		
E-06	Light wiring (max. 100W)	150.00	195.00	225.00		
E-07	Light wiring (max. 200W)	180.00	235.00	270.00		
E-08	Light wiring (max. 300W)	240.00	310.00	360.00		
E-09	Light wiring (max. 500W)	360.00	470.00	540.00		
E-10	37" /42" LCD TV with DVD device (no socket included)	3,000.00	3,900.00	4,500.00		
E-10A	TV wall mount	600.00	780.00	900.00		
E-10B	TV Stand	800.00	1,040.00	1,200.00		
E-11	Sitting Style Refrigerator (lowest temp. -18°C, no socket include)1280mm(W) x 570mm(D) x 915mm (H)	1,200.00	1,560.00	1,800.00		
E-12	1000W Single Phase Socket (@max.1000W, for machine only, cannot be used for lighting)	450.00	585.00	675.00		
E-13	1500W Single Phase Socket (@max.1500W, for machine only, cannot be used for lighting)	720.00	940.00	1,080.00		
E-14	2000W Single Phase Socket (@max.2000W, for machine only, cannot be used for lighting)	940.00	1,220.00	1,410.00		
E-15	2500W Single Phase Socket (@max.2500W, for machine only, cannot be used for lighting)	1,440.00	1,870.00	2,160.00		
E-16	3000W Single Phase Socket (@max.3000W, for machine only, cannot be used for lighting)	1,620.00	2,110.00	2,430.00		
E-17	Power Main- 30AMP/220V circuit (@max. 5000W, for machine only, cannot be used for lighting)	3,240.00	4,210.00	4,860.00		
E-01 – E-17 of the above are applicable to Standard Booth only.						
E-18	Socket (2000W) for lighting only	2,520.00	3,280.00	3,780.00		
E-19	Power Main- 30AMP/220V	5,400.00	7,020.00	8,100.00		
E-20	Power Main-30AMP/380V	10,800.00	14,040.00	16,200.00		
E-21	Power Main-60AMP/380V	21,600.00	28,080.00	32,400.00		
E-22	1000W Socket (For 24 hours)	2,100.00	2,730.00	3,150.00		
E-23	2000W Socket (For 24 hours)	3,120.00	4,060.00	4,680.00		
E-24	3000W Socket (For 24 hours)	4,560.00	5,930.00	6,840.00		
TOTAL AMOUNT						

Remarks:

- E-01~E-17 of the above are applicable to Standard Booth only.
- All items are on rental basis. In the event of any loss or damage to the rental items for which hirer is liable, the hirer will reimburse the Official Stand Contractor for the total cost of making good or replacement.
- This application form will serve as receipt. Unless requested by Exhibitors, no additional invoice or receipt will be issued for rental.

8.電力裝置申請表

Electrical Installation Application Form



4. 30% surcharge is required for any order received after 22nd Sep, 2023 and 50% surcharge after 29th Sep, 2023 (for every item).
5. Cancellation of any order must be submitted in writing. Cancellation after deadline 22nd Sep, 2023 is subject to 30% cancellation charge. No cancellation will be accepted on or after 29th Sep, 2023
6. All electricity power points installed are for 1 machinery use only, but not for lighting. If exhibitors or non-official contractors bring their own lighting devices for booth decoration, they must submit all lighting distribution details and pay the lighting connection double charges to the official Contractor.
7. Connectors/ joints wiring from the power points to their exhibits/ machineries are provided by Exhibitors.
8. Each socket/ power supply is for one electrical appliance/ machine only. No multi-plug is allowed.
9. The application must be submitted with the payment form on this page and all payments (including surcharges) to standard booth contractor for valid application, otherwise application would not be entertained.
10. Payment Method: Payment should be remitted to the official contractor's bank account, and please send the bank-in slip/ document to the official contractor for confirmation by E-mail: nkexpo@126.com or Fax: +853 2871 5986 by 29th Sep, 2023.
11. All application is completed with the application form and bank slip. Please be reminded to submit the application form with bank slip before any deadlines, in avoid generating surcharges.

付款方法 (請在適當口內加「☑」)

☐ 直接存款或電匯至以下戶口

戶名：南光國際會議展覽有限公司

銀行名稱：中國銀行澳門分行

帳號 A/C No.:

18-01-01-10-1810402 (澳門元)

Swift Code: BKCHMOMX

銀行地址：澳門蘇亞利斯博士大馬路中國銀行大廈

備注：

* 銀行匯款手續費及聯繫費用由客戶支付。

* 匯款後請將匯款單傳真 +853 2871 5986 或電郵 (nkexpo@126.com) 至南光國際會議展覽有限公司，並請在上標明單位名稱及展位編號。

☐ 支票付款 (只接受澳門元支票)

支票抬頭：南光國際會議展覽有限公司

支票號碼：_____

銀行名稱：_____

金額：(澳門元) _____

請在支票背面寫上展覽名稱、單位名稱及展位號碼。

Payment method (Please tick the appropriate box.)

☐ Remittance or T/T Payment directly to the following account.

A/C Name: Nam Kwong International Conference & Exhibition Co., Ltd.

Bank: BANK OF CHINA MACAO BRANCH, MACAO

A/C No.: 18-01-01-10-1810402 (MOP)

Swift Code: BKCHMOMX

Address of receiving Bank: BANK OF CHINA BUILDING AV. DOUTOR MARIO SOARES, MACAO

Note:

* All banking charges, if any, are to be paid by the applicant.

* Please send the remittance receipt back to Nam Kwong International Conference & Exhibition Co., Ltd. via fax +853 2871 5986 or e-mail (nkexpo@126.com).

Please mark your company name and booth number on the receipt.

☐ Paid by cheque (Only MOP cheques will be accepted)

Payable to: Nam Kwong International Conference & Exhibition Co., Ltd.

Cheque No.: _____

Bank: _____

Amount: (MOP) _____

Please indicate the show name, company name and your booth no. on the back of the cheque.

Company name: _____ Booth No. (Official Use Only): _____

Contact Person: _____ E-mail: _____

Tel: _____ Mobile: _____ Fax: _____

Address: _____

Company Stamp & Authorized Signature

Date

8.電力裝置申請表

Electrical Installation Application Form



標準展位

額外電力項目參考照片 (部份)

Reference photos for additional electricity installation (partial)



E-01 射燈 (白色)
Spotlight
(White)
23W



E-02 長臂射燈 (白色)
Long-arm Spotlight
(White)
23W



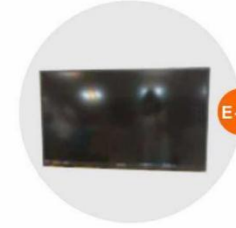
E-03 光管
Fluorescent Tube
28W



E-04 泛光燈(小太陽)
Halogen floodlight
300W



E-05 泛光燈(小太陽)
Halogen floodlight
500W



E-10 42"/37"LCD電視機連DVD機
(不包括電源插座)
42"/37"LCD TV with DVD
Device
(Excluding socket)



E-11 座地冷凍冰箱
(-18度)(不包括電插座)
Sitting Style Refrigerator
(-18°C, Excluding Socket)
1.2



E-12 插座(不能用於照明用電)
Single Phase Socket
(for machine only)
1000W(220V)

E-13 1500W(220V)

E-14 2000W(220V)

E-15 2500W(220V)

E-16 3000W(220V)

備註: 每個插座或電源只供一件電器或機器使用, 不能使用萬能插座。

Remark: Each electric socket shall be used for one electrical appliance only. Use of extension cord is prohibited.

9.供水 / 排水及壓縮空氣申請表

Water Drainage and Compressed Air Application Form



請以中文或英文 (正楷) 填寫。請於 **2023 年 09 月 22 日** 前填妥表格並電郵 cplpex@ipim.gov.mo 至 C-PLPEX 承辦單位
Please fill the form in Chinese or English (block letters) and return by email (cplpex@ipim.gov.mo) to C-PLPEX Coordinator by **22nd Sep, 2023**

代號 Ref	項目 Description	租用價格 Rental Prices (MOP)	數量 Qty	金額 Amount
供排水設備 Water & Drainage				
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 water supply line at 1.2 - 2 bar with 5m hose for horizontal run (without drainage and pump unit)	2,500.00		
2	排水管設施連污水排水泵 Drainage unit with pump set for water discharge	2,500.00		
3	水槽連供水管 · 排水管及排水泵 Sink cabinet completed with water supply, drainage, and pump set	4,000.00		
壓縮空氣 Compressed Air				
1	直徑 12mm 壓縮空氣供氣管 (連 5 米氣喉及開關制及接頭) (供氣壓為 4-6 bar) 12mm main supply line at 4 - 6 bar with 5m hose for horizontal run completed with stop valve, 12mm coupling	2,500.00		
小計 Sub Total :				
於 2023 年 9 月 22 日以後交回表格及費用須加百份之三十之附加費 30% surcharge for late order received after 22 nd Sep, 2023				
於 2023 年 9 月 29 日以後交回表格及費用須加百份之五十之附加費 50% surcharge for late order received after 29 th Sep, 2023				
總金額 Total Amount :				

註：

- 預訂服務時，須將申請表格連同應繳費用一併交回，支票抬頭請寫『南光國際會議展覽有限公司』，客戶繳交全部費用後方會提供相關服務。
A remittance of 100% of the cost MUST be forwarded with orders. Cheques should be crossed and made payable to "Nam Kwong International Conference & Exhibition Co., Ltd." . No order(s) will be entertained until full payment is made.
- 以上所列之價格只適用於開放期不超過 4 天之活動。
Above charges are for not more than 4 opening days events.
- 水費已包括在供排水設備費用內。
Water consumption is included in Water & Drainage services.
- 壓縮空氣及供水服務已含開關閘門。
The provision of compressed air and water supply terminates at a stop valve at location required.
- 壓縮空氣及供水服務須附上比例圖，標示每項物品的位置，如即場更改位置，須另收更改費用。
Orders for compressed air and water supply services must be accompanied with scaled drawings indicating the exact location of each item required. Changes of locations required on-site are subject to onsite order rate.
- 壓縮空氣及供水服務會在每天活動開始前 30 分鐘開啟及活動結束後 30 分鐘關閉。
Compressed air and water supply will be switched on and off daily 30 minutes before and after event opening hours.
- 客戶不能擅自分拆供水及供氣服務，而每項訂購服務只可供應單一之機械設備。
No interconnection of equipment is allowed. Each service is for one single unit of equipment only.
- 大會只許可無毒性的一般污水排進供排水設備。對因濫用或另有意圖之用戶大會保留中斷服務之權利。
Only general waste water of non-toxic nature is allowed to be disposed into the drainage system provided. The Official Contractor reserves the right to disconnect the service if the service is found to have been abused or is used in a manner not intended for its purpose.
- 用戶有責任在每日活動結束時，把置於設備上的能源供應關閉。
It is the responsibility of the customer to shut down the supply to its own equipment at the end of the show every day or when the service is not required.
- 在一般情況下，在活動正式開始日之前一天，下午五時之前進行測試，只供測試管道安全之用。如須於測試日下午五時前提供服務則將收取額外一天費用。如需此項服務，截止申請時間為測試日之前一天下午五時，而管道使用時間則為上午八時至晚上十時。
Under normal circumstances, testing will be energized before 17:00 on the day before the event, subject to submission of the energization

9.供水 / 排水及壓縮空氣申請表

Water Drainage and Compressed Air Application Form



application for of the ordering party. Should the mains be required at any time before 17:00, it will be charged for a full day usage. The cutoff time of service order is 17:00 (the day before testing day), while the service providing time is from 08:00-22:00.

11. 於 2023 年 9 月 22 日以後申請之參展商，需加收 30%附加費；而於 2023 年 9 月 29 日以後之申請，附加費為 50% (每項項目)。
30% surcharge is required for any order received after 22nd Sep, 2023 and 50% surcharge after 29th Sep, 2023.
12. 取消申請必須書面提出，截止日期後取消申請，需徵收 30%取消費。2023 年 9 月 29 日或以後，不可取消任何申請。
Cancellation of any order must be submitted in writing. Cancellation after deadline 22nd Sep, 2023 is subject to 30% cancellation charge. No cancellation will be accepted on or after 29th Sep, 2023.
13. 以上費用並不包括付款所需之手續費。The above charges do not include the commission charge of the payment.
14. 付款方法：費用需存至大會承建商之銀行戶口，並於 2023 年 9 月 22 日或之前，將銀行回執電郵：nkexpo@126.com 或傳真：+853 2871 5986 至大會承建商以作確認。

Payment Method: Payment should be remitted to the official contractor's bank account, and please send the bank-in slip/document to the official contractor for confirmation by E-mail: nkexpo@126.com or Fax: +853 2871 5986 by 15th Sep, 2023..

<p>付款方法 (請在適當口內加「<input type="checkbox"/>」)</p> <p><input type="checkbox"/> 直接存款或電匯至以下戶口</p> <p>戶名：南光國際會議展覽有限公司</p> <p>銀行名稱：中國銀行澳門分行</p> <p>帳號 A/C No. : 18-01-01-10-1810402 (澳門元)</p> <p>Swift Code : BKCHMOMX</p> <p>銀行地址：澳門蘇亞利斯博士大馬路中國銀行大廈</p> <p>備 注：</p> <p>* 銀行匯款手續費及聯繫行費用由客戶支付。</p> <p>* 匯款後請將匯款單傳真 +853 2871 5986 或電郵 (nkexpo@126.com)至南光國際會議展覽有限公司，並請在上標明單位名稱及展位編號。</p> <p><input type="checkbox"/> 支票付款 (只接受澳門元支票)</p> <p>支票抬頭：南光國際會議展覽有限公司</p> <p>支票號碼：_____</p> <p>銀行名稱：_____</p> <p>金額：(澳門元)_____</p> <p>請在支票背面寫上展覽名稱、單位名稱及展位號碼。</p>	<p>Payment method (Please tick the appropriate box.)</p> <p><input type="checkbox"/> Remittance or T/T Payment directly to the following account.</p> <p>A/C Name: Nam Kwong International Conference & Exhibition Co., Ltd.</p> <p>Bank: BANK OF CHINA MACAO BRANCH, MACAO</p> <p>A/C No. : 18-01-01-10-1810402 (MOP)</p> <p>Swift Code: BKCHMOMX</p> <p>Address of receiving Bank: BANK OF CHINA BUILDING AV. DOUTOR MARIO SOARES, MACAO</p> <p>Note:</p> <p>* All banking charges, if any, are to be paid by the applicant.</p> <p>* Please send the remittance receipt back to Nam Kwong International Conference & Exhibition Co., Ltd. via fax +853 2871 5986 or e-mail (nkexpo@126.com).</p> <p>Please mark your company name and booth number on the receipt.</p> <p><input type="checkbox"/> Paid by cheque (Only MOP cheques will be accepted)</p> <p>Payable to : Nam Kwong International Conference & Exhibition Co., Ltd.</p> <p>Cheque No. : _____</p> <p>Bank : _____</p> <p>Amount : (MOP)_____</p> <p>Please indicate the show name, company name and your booth no. on the back of the cheque.</p>
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單位名稱 Company / Organisation _____	展位編號 (由大會填寫) Booth No. (Official Use Only) _____
聯絡人 Contact Person _____	電子郵件 E-mail _____
電話 Tel _____	流動電話 Mobile _____
地址 Address _____	傳真 Fax _____

單位蓋章及負責人簽署
 Company Stamp & Authorized Signature

日期
 Date




10.非標準物品租賃申請表

Non-Standard Rental Item Application Form



請以中文或英文 (正楷) 填寫。請於 **2023 年 09 月 2 日** 前填妥表格並電郵 cplpex@ipim.gov.mo 至 C-PLPEX 承辦單位

Please fill the form in Chinese or English (block letters) and return by email (cplpex@ipim.gov.mo) to C-PLPEX Coordinator by **30th Sep, 2023**

序號 No.	電器類物品 Electrical Items	參考照片 Reference Photo	規格 Specifications	9 月 15 日 或之前 價格 (澳門元) Price until or before 15 th Sept (MOP)	9 月 16 日- 9 月 22 日 價格 (澳門元) Price from 16 th Sept to 22 nd Sept (MOP)	9 月 23 日- 9 月 30 日 價格 (澳門元) Price from 23 rd Sept to 30 th Sept (MOP)	數量 Qty	金額 (澳門元) Amount (MOP)
1-A	雪櫃 平躺玻璃門低溫雪櫃 WD/WG-231 Chest Freezer With Horizontal Glass Door WD/WG-231		溫度：- 18°C~0°C 1118W*561D*860mmH 電壓：220V 功率：200W 匹配：500W24H 插座 Temperature: - 18°C~0°C 1118W*561D*860mmH Voltage: 220V Power: 200W Plug: 500W24H socket	3,250	4,225	4,875		
須先付每部按金澳門幣 2,500 Need to pay deposit MOP2,500/pc in advance								
1-B	雪櫃 揭蓋門低溫雪櫃 BD/BG-213 Chest Freezer With Top Hatch Door or BD/BG-213		溫度：- 18°C~0°C 890W*570D*860mmH 電壓：220V 功率：150W 匹配：500W24H 插座 Temperature: - 18°C~0°C 890W*570D*860mmH Voltage: 220V Power: 150W Plug: 500W24H socket	3,250	4,225	4,875		
須先付每部按金澳門幣 2,500 Need to pay deposit MOP2,500/pc in advance								
1-C	雪櫃 玻璃門高身雪櫃 G-360XF Upright Freezer With Glass Door G-360XF		溫度：+2°C~+8°C 625W*630D*2000mmH 電壓：220V 功率：250W 匹配：500W24H 插座 Temperature: +2°C~+8°C 625W*630D*2000mmH Voltage: 220V Power: 250W Plug: 500W24H socket	3,250	4,225	4,875		
須先付每部按金澳門幣 2,500 Need to pay deposit MOP2,500/pc in advance								

10.非標準物品租賃申請表

Non-Standard Rental Item Application Form



2	微波爐 Microwave Oven		400mmL*346mmW*258mmH 輸入功率 1050W 輸出功率 600W 匹配：1000W 插座 400mmL*346mmW*258mmH Input Power: 1050W Output Power: 600W Plug: 1000W socket	650	845	975		
3	焗爐 Oven		450mmL*370mmW*330mmH 額定功率 1500W 匹配：1500W 插座 450mmL*370mmW*330mmH Rated Power: 1500W Plug: 1500W socket	650	845	975		
4	烤麵包機 Toaster		261mmL*142mmW*168mmH 額定功率 650W 匹配：1000W 插座 261mmL*142mmW*168mmH Rated Power: 650W Plug: 1000W socket	260	338	390		
5	電磁爐 Portable Induction Cooktop		350mmL*280mmW*60mmH 額定功率 2100W 匹配：3000W 插座 350mmL*280mmW*60mmH Rated Power: 2100W Plug: 3000W socket	390	507	585		
6	電子攪拌機 Mixer		300mmL*320mmH 額定功率 300W 匹配：500W 插座 300mmL*320mmH Rated Power: 300W Plug: 500W socket	260	338	390		
7	電子熱水煲 Electric Kettle		202mmL*202mmW*298mmH 額定功率 1800W 額定容量 1.7L 匹配：2000W 插座 202mmL*202mmW*298mmH Rated Power: 1800W Rated Capacity: 1.7L Plug: 2000W socket	195	254	293		
8	咖啡機 Coffee Maker		210mmL*172mmW*270mmH 額定功率 1800W 額定容量 600ML 匹配：2000W 插座 210mmL*172mmW*270mmH Rated Power: 1800W Rated Capacity: 600ML Plug: 2000W socket	520	676	780		

10.非標準物品租賃申請表

Non-Standard Rental Item Application Form




9	麵包機 Bread Maker		291mmL*243mmW*240mmH 額定功率 400W 額定容量 600g 匹配：500W 插座 291mmL*243mmW*240mmH Rated Power: 400W Rated Capacity: 600g Plug: 500W socket	1,040	1,352	1,560		
10	電火鍋 Electric Cooking Pot		460mmL*308mmW*210mmH 額定功率 2000W 匹配：2000W 插座 460mmL*308mmW*210mmH Rated Power: 2000W Plug: 2000W socket	390	507	585		
11	豆漿機 Soy Milk Maker		197mmL*151mmW*292mmH 額定功率 400W 匹配：500W 插座 197mmL*151mmW*292mmH Rated Power: 400W Plug: 500W socket	650	845	975		
12	電子烤肉爐 Electric Grill		450mmL*250mmW*100mmH 額定功率 1200W 匹配：1500W 插座 450mmL*250mmW*100mmH Rated Power: 1200W Plug: 1500W socket	390	507	585		
13	榨汁機 Juicer		285mmL*188mmW*330mmH 額定功率 280W 匹配：500W 插座 285mmL*188mmW*330mmH Rated Power: 280W Plug: 500W socket	390	507	585		
14	氣炸鍋 Air Fryer		276mmL*372mmW*295mmH 額定功率 1550W 匹配：2000W 插座 276mmL*372mmW*295mmH Rated Power: 1550W Plug: 2000W socket	650	845	975		
15	格子松餅烘烤模 Waffle Maker		230mmL*350mmW*560mmH 額定功率 1200W 匹配：1500W 插座 230mmL*350mmW*560mmH Rated Power: 1200W Plug: 1500W socket	650	845	975		
16	食品加工機 Food Processor		223mmL*178mmW*282mmH 額定功率 400W 匹配：500W 插座 223mmL*178mmW*282mmH Rated Power: 400W Plug: 500W socket	390	507	585		

10.非標準物品租賃申請表

Non-Standard Rental Item Application Form



17	多功能烹飪器 Multicooker		395mmL*345mmW*308mmH 額定功率 1800W 匹配：2000W 插座 395mmL*345mmW*308mmH Rated Power: 1800W Plug: 2000W socket	2,340	3,042	3,510		
18	三明治機 Sandwich Maker		163mmL*234mmW*94mmH 額定功率 600W 匹配：1000W 插座 163mmL*234mmW*94mmH Rated Power: 600W Plug: 1000W socket	390	507	585		
總金額 TOTAL AMOUNT								

序號 No.	電器類物品 Electrical Items	參考照片 Reference Photo	規格 Specifications	9月15日 或之前 價格 (澳門元) Price until or before 15 th Sept (MOP)	9月16日- 9月22日 價格 (澳門元) Price from 16 th Sept to 22 nd Sept (MOP)	9月23日- 9月30日 價格 (澳門元) Price from 23 rd Sept to 30 th Sept (MOP)	數量 Qty	金額 (澳門元) Amount (MOP)
1	茶杯 (1 包) Teacup (One Pack)		環保紙杯 200 個/包 Eco Friendly Paper Cup 200 Pcs/Pack	104	135	156		
2	玻璃杯 (1 包) Glass (One Pack)		玻璃杯 6 個/包 Glass 6 Pcs/Pack	78	101	117		
3	一次性酒杯 (1 包) Disposable Glass (One Pack)		塑料航空杯八角酒杯 200 個/包 Polycarbonate Plastic Glass 200 Pcs/Pack	104	135	156		
4	一次性紅酒杯 (1 包) Disposable Wine Goblets (One Pack)		塑料紅酒杯 96 個/包 Polystyrene Plastic Wine Goblets 96 Pcs/Pack	273	355	410		
5	冰塊 (1 包) Ice Cube (One Pack)		1.36KG (3 磅)/包 1.36kg (3 Pounds)/Pack	20	26	30		
6	冰桶 (1 個) Ice Bucket (One Piece)		不銹鋼 3L 冰桶 Stainless Steel 3L Ice Bucket	91	118	137		

10.非標準物品租賃申請表

Non-Standard Rental Item Application Form



7	碟 (1 包) Plate (One Pack)		白色甘蔗環保紙碟 100 個/包 White Sugarcane Eco Friendly Paper Plate 100 Pcs/Pack	33	43	49		
8	筷子 (1 包) Chopsticks (One Pack)		楠竹筷子 100 雙/包 Bamboo Chopsticks 100 Pairs/Pack	33	43	49		
9	叉 (1 包) Fork (One Pack)		食品級 PP 塑膠 100 只/包 Food Grade Polypropylene Plastic 100 PCS/Pack	16	21	23		
10	匙羹 (1 包) Spoon (One Pack)		食品級 PP 塑膠 100 只/包 Food Grade Polypropylene Plastic 100 PCS/Pack	20	26	30		
11	竹簽 (1 包) Bamboo Skewer (One Pack)		一次性竹簽 500 個/包 Disposable Bamboo Skewer 500 Pcs/Pack	13	17	20		
12	一次性碗 (1 包) Disposable Bowl (One Pack)		白色甘蔗環保紙碗 50 個/包 White Sugarcane Eco Friendly Paper Bowl 50 Pcs/Pack	33	43	49		
13	飲管 (1 包) Straw (One Pack)		PLA 可降解獨立包裝吸管 600 個/包 Polylactic Acid Biodegradable Individually Packaged Straw 600 Pcs/Pack	59	77	88		
14	一次性咖啡杯 (1 包) Disposable Coffee Cup (One Pack)		280ML 防燙紙杯 200 個/包 280ML Anti-Scald Paper Cup 200 Pcs/Pack	156	203	234		
15	切菜板 (1 件) Cutting Board (One Piece)		不銹鋼雙面砧板 430mmL*300mmW*18mmD Stainless Steel Double-Sided Cutting Board 430mmL*300mmW*18mmD	208	270	312		
總金額 TOTAL AMOUNT								

10.非標準物品租賃申請表

Non-Standard Rental Item Application Form



註：

- 9月30日後不接受任何租賃申請。
No orders accepted after 30th Sep.
- 以上所列之價格只適用於開放期不超過4天之活動。雪櫃租用按金為澳門幣2,500元，撤展後30個工作天內退還。
Above charges are for not more than 4 opening days events. Deposit of rental freezer is MOP2,500, will be refunded within 30 working days after dismantle.
- 水費已包括在供排水設備費用內。每個標準展位配備一個英式三腳500W插座，如所使用之電器超過500W/雪櫃使用24小時插座，請同時遞交參展商手冊：電力裝置申請表-插座申請；
Each standard booth is equipped with a British-type three-pins 500W socket. If the electrical appliance used exceeds 500W/ freezer needed 24-hrs electricity supply, please also submit the Electrical Installation Application Form- socket application in the Exhibitor Manual.
- 每個插座或電源只供一件電器或機器使用，不能使用萬能插座。水費已包括在供排水設備費用內。每個標準展位配備一個英式三腳500W插座，如所使用之電器超過500W/雪櫃使用24小時插座，請同時遞交參展商手冊：電力裝置申請表-插座申請；
Each socket/ power supply is for one electrical appliance/ machine only. Multi-plug is not allowed.
- 以下電器類/非消耗類物品均為租賃形式，租用人須就該等物品的遺失或損壞負責，並須向大會總承建商支付相關費用。
All Electrical /non-consumable items are on rental basis. In the event of any loss or damage to the rental items for which hirer is liable, the hirer need to reimburse for the total cost
- 有關申請必須連同本頁的付款表格及全部款項（包括附加費）一併交回，方為有效，否則一概恕不受理。
The application must be submitted with forms & full payments (including surcharges) for valid application, otherwise application would not be accepted.
- 物品之使用日數為展期4天。
The number of days for items is 4 days (Exhibition Days).
- 9月23日或以後不可取消任何申請，所有款項不作退還。
No cancellation will be accepted on or after 23 Sep, the rental fee will not be refunded.
- 此表格為參展商手冊的一部分，受參展商手冊一般條例約束。
This form is part of the Exhibitor Manual and is subject to the General Regulations of the Exhibitor Manual.

<p>所有申請以收到銀行回執的日期為準</p> <p>可直接存款或電匯至以下大會總承建戶口：</p> <p>戶名：南光國際會議展覽有限公司</p> <p>銀行名稱：中國銀行澳門分行</p> <p>帳號 A/C No.：</p> <p>18-01-01-10-1810402 (澳門元)</p> <p>Swift Code：BKCHMOMX</p> <p>銀行地址：澳門蘇亞利斯博士大馬路中國銀行大廈</p> <p>備注：</p> <p>* 銀行匯款手續費及聯繫行費用由客戶支付。</p> <p>* 匯款後請將匯款單傳真(853) 2871 5986 或電郵 (nkexpo@126.com)至南光國際會議展覽有限公司，並請在上標明公司名稱及展位編號。</p>	<p>All application is confirmed with the received day of bank slip</p> <p>Remittance or T/T Payment directly to the Official Contractor's account.</p> <p>A/C Name: Nam Kwong International Conference & Exhibition Co.,LTD.</p> <p>Bank: BANK OF CHINA MACAO BRANCH, MACAO</p> <p>A/C No.:</p> <p>18-01-01-10-1810402 (MOP)</p> <p>Swift Code: BKCHMOMX</p> <p>Address of Bank: BANK OF CHINA BUILDING AV. DOUTOR MARIO SOARES, MACAO Note:</p> <p>* All banking charges, if any, are to be paid by the applicant.</p> <p>* Please send the remittance receipt back to Nam Kwong International Conference & Exhibition Co.,LTD. via fax (853) 2871 5986 or e-mail (nkexpo@126.com). And stated the company name and booth number.</p>
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10.非標準物品租賃申請表

Non-Standard Rental Item Application Form



單位名稱

Company / Organisation _____

展位編號 (由大會填寫)

Booth No. (Official Use Only) _____

聯絡人 Contact Person _____

电子邮箱 E-mail _____

電話 Tel _____

流動電話 Mobile _____

傳真 Fax _____

地址 Address _____

單位蓋章及負責人簽署

Company Stamp & Authorized Signature

日期

Date

11. 食物和飲料樣本 及或銷售申請協議

Approval Request Agreement of Food & Beverage Sampling and/or Selling



食物和飲料樣本及/或銷售—申請協議

本協議由 **Venetian Cotai Limited** (以下稱為「許可方」或「擁有人」或「澳門威尼斯人」) 及
_____ (以下稱為「獲許可方/參展商」)

為以下項目簽訂：

活動名稱：第一屆中國—葡語國家經貿博覽會(澳門)
活動場地：澳門威尼斯人金光會展中心展館 A
活動日期：2023 年 10 月 19 至 22 日

不恰當行為/違反本協議條款

如獲許可方/參展商違反任何本協議所列出的條款，獲許可方/參展商必須繳付罰款及即時離開擁有人場地。罰款費用由擁有人決定。

食物和飲料樣本授權

獲許可方/參展商不得在擁有人的會場提供任何食物和飲料服務。如果獲許可方/參展商希望派發及/或銷售任何食物和飲料樣本，這是必須獲得擁有人的同意下才可進行。

獲許可方/參展商同意不售賣食物和飲料樣本，而其樣本只用作產品推廣之用途。

保險事項

由於活動項目性質會涉及食物和飲料產品樣本派發給活動參與者，建議獲許可方/參展商持有“產品責任保險 (Product Liability)” (在保單期間內每次上限及累計上限為 HKD/MOP 5,000,000.00)，以保障因進食及飲用產品樣本而引致的任何保險索償。

食物和飲料樣本大小限制

獲許可方/參展商同意按照以下的食物和飲料樣本大小限制的標準：

- (1) 每個食物樣本，不得超過 4 安士(112 克)。
- (2) 每個非酒精飲料樣本量，不得超過 3 安士(84 毫升)。
- (3) (EITHER) 每個酒精飲料樣本量，烈酒不得超過 1/4 安士(7 毫升)，或啤酒和葡萄酒不得超過 1 安士(28 毫升)。(OR) 酒精飲料是不允許派發的。

食物和飲料的配製

- 所有食物和飲料的配製，獲許可方/參展商必須遵守由澳門市政署(網址：www.iam.gov.mo，電話：+853 2833 7676 及澳門衛生局(網址：www.ssm.gov.mo，電話：+853 2831 3731) 所訂下的規則和規例。
- 獲許可方/參展商在擁有人的會場內所配製的食物和飲料，擁有人有權檢驗其安全性。
- 在配製食物，獲許可方/參展商不得使用的設備有，包括但不限於，木炭、丙烷、天然氣、罐頭加熱器、油炸鍋、焗爐、烘烤和燒烤設備。如獲許可方/參展商希望使用，包括但不限於，電烹調器具、電水壺和微波爐，這是必須獲得擁有人的同意下才可使用。如果獲許可方/參展商需要使用其他烹調器具，這是必須獲得擁有人的同意下才可使用。
- 食物烹調在任何時候都是不允許的，除非擁有預先批准。烹調方法，包括但不限於燒烤、烘烤、水煮、燉/燜、任何煎炸類型、炭燒烤及烤炙時在食物上塗油脂方式。
- 在擁有人的批准下，食物加熱方式是許可的。如獲批准，獲許可方/參展商必須確保過程中不產生重大異味，如擁有人覺得食物發出異味，擁有人有權要求獲許可方/參展商將發出異味的食物清除。
- 如使用煮食爐，獲許可方/參展商必須將保護屏放置煮食爐四周，來保障來賓的安全。
- 在任何時候，獲許可方/參展商必須注意衛生事項，避免溢出，並保護食物免受感染。烹調者必須穿乾淨的衣服，並把他們的頭髮綁起來。
- 獲許可方/參展商必須確保所展示或推廣的食物和飲料產品是安全的，並適合人類使用及飲用。
- 獲許可方/參展商是不允許在擁有人的公共洗手間內準備食物，包括但不限於食物及碗碟清洗。如獲許可方/參展商需要供水/排水服務(水槽、供水管、排水管、排水泵等)在其參展範圍，請向活動主辦單位查詢。
- 如獲許可方/參展商在食物配製時需要額外電能，必須向活動主辦單位申請。如獲許可方/參展商被發現私自安裝額外電能，擁有人將會在沒通知情況下即時折斷整個電源供應。
- 在活動舉行期間，獲許可方/參展商是不允許將食物運送到擁有人的場地內。在任何時候，所有食物運送必須在與擁有人所協定的時間進行，而非在活動舉行期間進行。

生效日期 2023 年 10 月 1 日

獲許可方/參展商 簽署：_____

11. 食物和飲料樣本 及或銷售申請協議

Approval Request Agreement of Food & Beverage Sampling and/or Selling



食物和飲料樣本派發

- 如獲許可方/參展商希望派發食物及飲料樣本，獲許可方/參展商必須是其合法的分銷商或製造商。自製食品是不允許派發。在未經擁有人的同意下，獲許可方/參展商不能派發酒精樣本。獲許可方/參展商能否派發食物及飲料樣本，決定權歸於 擁有人。**獲許可方/參展商只能在其展覽攤位進行推廣活動或食物飲料示範活動。**
- 如獲許可方/參展商在其展覽攤位提供食物及飲料樣本，獲許可方/參展商必須安排至少一位負責人留守在其展覽攤位。如獲許可方/參展商提供酒精樣本，獲許可方/參展商有責任監察接受酒精樣本的人是否清醒及合乎當地法定年齡限制。
- 擁有人絕不負責由獲許可方/參展商所提供的食物及飲料的品質。
- 獲許可方/參展商必須在本協議附件 A 上完整描述食物和飲料的資料，並在活動首日 10 個工作天前，將所需資料交回給擁有人。如果獲許可方/參展商未能履行此條款，獲許可方/參展商將不能舉行食物及飲料示範活動。

食物和飲料銷售

在擁有人的批准下，如果獲許可方/參展商提供食品銷售服務，獲許可方/參展商必須嚴格遵守以下條款，包括但不限於：

- 獲許可方/參展商能否銷售食物及飲料，決定權歸於擁有人。**
- 獲許可方/參展商必須在本協議附件 B 上完整描述食物和飲料的資料，並在活動首日 10 個工作天前，將所需資料交回給擁有人。如果獲許可方/參展商未能履行此條款，獲許可方/參展商將不能舉行食物和飲品銷售活動。
- 任何現場銷售的食品，強烈建議該食品必須是乾的和沒有改動原裝密封包裝的；避免銷售限制食品，包括但不限於牛奶、雪糕及冰凍甜品。在擁有人場地現場進行食品包裝活動是不允許的。
- 所有展品，獲許可方/參展商必須遵守當地法律條例（如：酒精年齡限制），並確保展品的有效期；而有效期必須明確表示在容器、包裝或預先包裝的食物及飲料。
- 如獲許可方/參展商不清楚甚麼食物和飲料是可出售，請與擁有人聯繫。**

展位整潔

獲許可方/參展商必須確保展位的整潔。如擁有人覺獲許可方/參展商的展位整潔度非常惡劣，獲許可方/參展商必須繳付清潔費。

放棄追究聲明

獲許可方/參展商同意放棄任何損害賠償；任何關於活動參與者或第三者的身體不適、身體傷害及損失，獲許可方/參展商同意釋放擁有人、威尼斯人澳門股份有限公司 (Venetian Macau Limited)、金沙中國有限公司 (Sands China Limited)、拉斯維加斯金沙集團 (Las Vegas Sands Corp)、以及他們各自的控股公司、子公司和附屬公司、委托人、董事、高級職員和僱員的所有法律責任，包括但不限於，關於由非擁有人所配製的食物和飲料而引致的任何行動、導致行動、訴訟、債務、損害賠償、索償、傳喚、費用、任何類型或種類的損失及開支。

彌償保證及免責條款

獲許可方/參展商在此同意彌償、保護和使擁有人、其貸方或受抵押人、威尼斯人澳門股份有限公司 (Venetian Macau Limited)、金沙中國有限公司 (Sands China Limited)、拉斯維加斯金沙集團 (Las Vegas Sands Corp)、以及他們各自的控股公司、子公司和附屬公司、委托人、董事、高級職員和僱員免受任何責任、損害賠償、損失、索賠、訴訟、判決、罰款、成本和費用，包括但不限於，擁有人的律師費和開支，及因獲許可方/參展商在擁有人的會場進行提供食物和飲料服務而引致的任何責任、損害賠償、身體傷害或身故、損壞或破壞的財物。

本協議及其他附件有中英文版本。若中英版之守則相抵觸，一切以英文版為準。

獲許可方/參展商在以下簽署確認協議及其附件的條款。

聯絡人姓名 : _____
日期 : _____

聯絡電話 : _____
簽署 : _____

11.食物和飲料樣本 及或銷售申請協議 Approval Request Agreement of Food & Beverage Sampling and/or Selling



附件 A: 食物和飲料樣本—申請表

活動單位名稱：_____
 活動項目名稱：_____
 展覽攤位：_____
 聯絡人姓名：_____
 聯絡電話：_____

請描述將在活動項目內所派發的食物和飲料樣本的資料。

食物和飲料	主要成分	食物和飲料的來源 (批發商名或其他商行名稱)
例子： 雲吞	例子： 豬肉·蝦	例子： 豬肉—XXX 批發商名稱 蝦—YYY 批發商名稱

如果獲許可方/參展商在活動期間被發現提供以上表格沒有列明的食物和飲料，擁有人有權要求獲許可方/參展商終止該食物和飲料服務。

11.食物和飲料樣本 及或銷售申請協議 Approval Request Agreement of Food & Beverage Sampling and/or Selling



附件 B: 食物和飲料銷售—申請表

活動單位名稱： _____
 活動項目名稱： _____
 展覽攤位： _____
 聯絡人姓名： _____
 聯絡電話： _____

請描述將在活動項目內所銷售的食物和飲料樣本的資料。

食物和飲料	主要成分	食物和飲料的來源 (批發商名或其他商行名稱)
例子： 雲吞	例子： 豬肉·蝦	例子： 豬肉—XXX 批發商名稱 蝦—YYY 批發商名稱

如果獲許可方/參展商在活動期間被發現提供以上表格沒有列明的食物和飲料，擁有人有權要求獲許可方/參展商終止該食物和飲料服務。



Food & Beverage Sampling and/ or Selling – Approval Request Agreement

This Agreement is made between Venetian Cotai Limited (hereinafter the “Licensor” or “The Venetian Macao”) and _____(hereinafter the “Licensee/Exhibitor”) for the following purpose:

Event Name : 1st China-Portuguese-Speaking Countries Economic and Trade Expo (Macao) (1.^a C-PLPEX)

Event Venue : Hall A, Cotai Expo, The Venetian Macao

Event Period : 19th - 22nd Oct, 2023

Inappropriate Behaviour / Violation of the Agreement Terms

If the Licensee/Exhibitor is found violating any of the terms stated in this Agreement, the Licensee/Exhibitor shall be charged for penalty fee and shall be asked to leave Licensor’ s venue immediately. The penalty fee shall be advised by the Licensor.

Authorisation on Food & Beverage Sampling and/or Selling

The Licensee/Exhibitor must NOT provide any Food & Beverage services at the Licensor’ s venue, and any Food & Beverage sample or retail products that the Licensee/Exhibitor wishes to distribute or sell must be approved by the Licensor.

The Licensee/Exhibitor agrees NOT to sell the Food & Beverage samples, which are only used for the purpose of promoting the products.

Insurance

Due to the nature of the event involving preparation and distribution of Food & Beverage sample products to the event guests, it is recommended that the Licensee/Exhibitor to obtain the Product Liability Insurance (with limit of liability HKD/MOP 5,000,000.00 any one occurrence and in the aggregate) to cover any claims arising out from the Food & Beverage consumption by the event guests.

Food and Beverage Sampling Size Limits

For the purpose of sampling size, the Licensee/Exhibitor agrees to follow the criteria on the Food & Beverage sampling size limits as below:

- (1) Food should be in bite-sized portions, not to exceed 4 ounce (112 grams) per sample.
- (2) Non-alcoholic beverage sample size must not exceed 3 ounce (84millilitres) per sample.
- (3) (EITHER) Alcoholic beverage sample size must not exceed 1/4 ounce (7 millilitre) for spirits, or 1 ounce (28 milliliter) for beer and wine.
(OR) Alcoholic beverage is not allowed to be distributed.

Food and Beverage Preparation

- All Food & Beverage preparation must be done in compliance with the rules and regulations as set out by the Macau Civil & Municipal Affairs Bureau (Website: www.iam.gov.mo, Telephone: +853 2833 7676) and Macau Health Bureau (Website: www.ssm.gov.mo, Telephone: +853 2831 3731).
- Food prepared on-site by the Licensee/Exhibitor at the Licensor’ s venue shall be subject to the food safety inspections by the Licensor.
- In the preparation of the food, the following equipment are prohibited, including but not limited to charcoal, propane, natural gas, sterno canned heat, deep fryers, oven, roasting and barbecuing equipment. The Licensee/Exhibitor may be allowed to use, including but not limited to, electrical cookers, kettles and microwave; however, this must require prior approval from the Licensor. Any other exceptions require prior approval from the Licensor.
Cooking is NOT allowed at all times unless with the approval from the Licensor. Methods of cooking include but not limited to grilling, roasting, boiling, stewing, any types of frying, barbecuing and basting.
- Reheat of food may be allowed pending on the approval from the Licensor. If approved, Licensee/Exhibitor must ensure that no substantial odour deems to be substantial from the Licensor’ s point of view, Licensor has the right to ask Licensee/Exhibitor to remove such food items.

11. 食物和飲料樣本 及或銷售申請協議

Approval Request Agreement of Food & Beverage Sampling and/or Selling



- If cooking stoves are used, the Licensee/Exhibitor shall ensure protective screens are placed around the cooking stoves to ensure the health and safety of visitors.
- Hygiene and sanitation must be maintained at all times. Spillage should be avoided and prepared food must be protected from flies and other insects. Handlers of prepared food must wear clean clothing and have their hair tied up if needed while serving food.
- The Licensee/Exhibitor must ensure that all Food & Beverage products displayed or promoted are safe and fit for human consumption.
- The Licensee/Exhibitor is strictly NOT allowed to use the Licensors' public washrooms for any food preparation, including but not limited to food and dish washing. If Licensee/Exhibitor requires water drainage service (sink, water supply, drainage, pump, etc) to be set up at the exhibiting area, please speak to the Event Organiser for further arrangement.
- If the Licensee/Exhibitor requires additional power for food preparation, this must be requested through the Event Organiser. If the Licensee/Exhibitor is found installing additional power without requesting through the Event Organiser, the entire power system shall be cut off immediately by the Licensor without notice.
- The Licensee/Exhibitor is NOT allowed to deliver or supply any food during the event. Any food delivery must be done at a time agreed in advance with the Licensor, and not during the event at all times.

Food and Beverage Sample Distribution

- Any Food & Beverage sample products the Licensee/Exhibitor wishes to distribute may only be distributed if the Licensee/Exhibitor is the lawful distributor or manufacturer of the sample. Home-made food is NOT allowed for distribution. No alcohol may be distributed under any circumstances except with the permission of the Licensor. **The Licensor reserves the final right to determine whether a group can or cannot sample any Food & Beverage items.**
- Food & Beverage marketing or sampling activities must be taken place only within the designated booth space.
- The Licensee/Exhibitor providing Food & Beverage samples must station one individual at the distribution point at all times. If alcoholic beverage samples are distributed, the Licensee/Exhibitor is responsible to monitor the sobriety and the local legal age limit of the persons receiving samples.
- The Licensor is not responsible for the quality or state of the Food & Beverage served by the Licensee/Exhibitor.
- The Licensee/Exhibitor must complete the description of the Food & Beverage samples for the event at Appendix A this Agreement, and submit the required information to the Licensor ten (10) business days prior to the event; if not, the Licensee/Exhibitor shall not be allowed to conduct the Food & Beverage sampling and demonstration activities at the event.

Food & Beverage Selling

If the Licensee/Exhibitor is approved for the Food Selling by the Licensor, the Licensee/Exhibitor must strictly adhere to, including but not limited to, the conditions below.

- The Licensor reserves the final right to determine whether a group can or cannot sell any Food & Beverage items.
- If the Licensee/Exhibitor wishes to conduct retail sales of Food & Beverage items, the description of the Food & beverage retail items at the Appendix B of the Agreement must be submitted to the Licensor the (10) business days prior to the event for review and approval; if no, the Licensee/Exhibitor shall not be allowed to conduct retail sales activities of the Food & Beverage items at the event.
- It is highly recommended that any food for on-site sale should be DRY and UNALTERED SEAL-PACKAGED; and restricted items should be avoided, including but not limited to milk, ice-cream and frozen confections. Any seal-packing of food items onsite is not allowed.
- The Licensee/Exhibitor selling the exhibits to the visitors must comply with the local legal regulations (e.g. local legal age limit for persons buying alcoholic beverage); and must ensure that the exhibits are within the expiry date of consumption, which must be clearly marked on the containers or packers or otherwise for pre-packaged exhibits.
- The Licensee/Exhibitor is highly encouraged to discuss with the Licensor if unsure on what Food & Beverage items can or cannot be sold.

Booth Cleanliness

The Licensee/Exhibitor shall ensure the cleanliness of the exhibiting area, and shall be charged for the cleaning fee if the exhibiting area deems to be very dirty at the Licensor's point of view.

11. 食物和飲料樣本 及或銷售申請協議 Approval Request Agreement of Food & Beverage Sampling and/or Selling



Waiver

The Licensee/Exhibitor agrees to waive any claim for damages of any nature whatsoever and to release the Licensor, Venetian Macau Limited, Sands China Limited, Las Vegas Sands Corp, and their respective holding companies, subsidiaries, and affiliates, and the principal(s), directors, officers and employee from any liability or responsibility whatsoever for any ill-effect, injury, or loss incurred by the event guests or any third party including, but not limited to , all manner of actions, causes of action, suits, debts, damages, claims, demands, costs, losses and expenses of any type or kind whatsoever, arising from, connected with or related to the Food & expenses of any type or kind whatsoever, arising from, connected with or related to the Food & Beverage sources other than the Licensor or the preparation of serving of Food & Beverage by persons other the Licensor’ s employees.

Indemnification and Hold Harmless Agreement:

The Licensee/Exhibitor hereby releases and discharges and indemnifies, and agrees to keep indemnified, defend, protect and save harmless the Licensor, its lenders/mortgagees, Venetian Cotai Limited, Sands China Limited, Las Vegas Sands Corp, and their respective holding companies, subsidiaries, and affiliates, and the principal(s), directors, offers and employees from and against any liabilities, damages, losses, claims, suits, judgments, fines, costs and expenses, including without limitation, attorneys’ fees and expenses, incurred by the Licensor and arising out of or relating to the Licensee/Exhibitor distribution of Food & Beverage service at the Licensor’ s venue or any other activity related thereto, including, without limitation, any such liabilities, damages or said other matters arising from injury to or death of any person, or damage to or destruction of any property.

This Agreement and the Appendix are available in English and Chinese. In the event of conflict or discrepancy between the English and Chinese versions, the English version shall prevail and be treated as the correct version.

By signing the below, the Licensee/Exhibitor agrees to the terms and conditions as set out in this Agreement and the Appendix.

Name (Printed) : _____

Contact Number: _____

Authorised Signature : _____

Date: _____

11.食物和飲料樣本 及或銷售申請協議 Approval Request Agreement of Food & Beverage Sampling and/or Selling



Appendix A – Food and Beverage Sampling Request Form

Company Name : _____
 Event Name : _____
 Exhibitor Booth Number : _____
 Contact Person : _____
 Contact Telephone Number : _____

Please list each Food & Beverage item that will be served as samples at the event.

Food & Beverage Item Description	Key Ingredient of the Food & Beverage Item	Source of the Food & Beverage Item (Name of Whole-Seller/Outlet)
For example: Wonton	For example: Pork, Prawn	For example: Pork – XXX Whole-Seller Name Prawn – YYY Whole-Seller Name

Food & Beverage items not listed but found at the event will not be allowed, and the Licensor has the right to remove such items.



Appendix B – Food and Beverage Selling Request Form

Company Name : _____
 Event Name : _____
 Exhibitor Booth Number : _____
 Contact Person : _____
 Contact Telephone Number : _____

Please list each Food & Beverage item that will be served as samples at the event.

Food & Beverage Item Description	Key Ingredient of the Food & Beverage Item	Source of the Food & Beverage Item (Name of Whole-Seller/Outlet)
For example: Wonton	For example: Pork, Prawn	For example: Pork – XXX Whole-Seller Name Prawn – YYY Whole-Seller Name

Food & Beverage items not listed but found at the event will not be allowed, and the Licensor has the right to remove such items.

12.傳媒工作證申請表

Media Badge Application Form



請以中文或英文 (正楷) 填寫。請於 **2023 年 09 月 22 日** 前填妥表格並電郵至 cplpex@ipim.gov.mo 大會承辦單位

Please fill the form in Chinese or English (block letters) and return by email (cplpex@ipim.gov.mo) to C-PLPEX Coordinator by **22nd Sep, 2023**

1. 聯絡資料 Contact Information

單位名稱 : Company / Organisation Name :			
地址 Address :			<input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 女士 Ms.
聯絡人 Contact Person :			
職銜 Job Title :			
國家 Country / 地區 Region :			
電子郵箱 E-mail :		網頁 Website :	

2. 傳媒類別 Type of media

- ☐ 報紙 Newspaper
 ☐ 電視 TV
 ☐ 網路媒體 Online media
 ☐ 電台 Radio
☐ 雜誌 Magazine
 ☐ 其他 Others (請註明 Please specify _____)

3. 傳媒工作證資料 Media Badge Information

請列出貴單位配戴工作證之人員名單 Please list out the names of badge - holders representing your company

序號 No.	姓名 Name	單位名稱 Company / Organisation	職銜 Job Title
1			
2			
3			
4			
5			

注意事項 Notice:

請在 2023 年 10 月 19 日至 10 月 22 日於現場登記處出示名片領取採訪證

Please provide relevant name card to collect your media badges at the Registration Center from 19th - 22nd Oct, 2023 on-site.

13. 參展商展示及展銷產品登記表格

Exhibit and Product Selling Registration Form



請以中文或英文 (正楷) 填寫。請於 **2023 年 09 月 22 日** 前填妥表格並電郵至 cplpex@ipim.gov.mo 大會承辦單位

Please fill the form in Chinese or English (block letters) and return by email (cplpex@ipim.gov.mo) to C-PLPEX Coordinator by **22nd Sep, 2023**

參展商展示及展銷產品登記表格 Exhibit and Product Selling Registration Form

參展資格 Eligibility

展覽或出售的產品可包括但不限於電器、文儀用品或其他消費品等。如參展商於場內售賣或提供食物 / 飲品樣本，需另填寫「食物和飲料樣本及 / 或銷售—申請協議」(表格可向大會索取或於大會網站下載 www.cplpex.mo)。

The exhibits and products may include but are not limited to electrical appliances, office supplies or other consumer products. For food and beverage sampling or selling onsite, please fill in a separate form (Approval Request Agreement of Food & Beverage Sampling and/or Selling, available by request or download at www.cplpex.mo).

展銷產品日期及時段為 2023 年 10 月 19-22 日舉行。Exhibits and products selling session will be held on 19th - 22nd Oct, 2023.

企業資料 Company Information

單位名稱		
Company / Organisation Name		
地址 Address		
電話 Tel	傳真 Fax	電子郵箱 E-mail
聯絡人 Contact Person		職銜 Job Title

如下面的填寫空位不足夠，閣下可另外附上相關的資料。If the space below is not enough, you may submit the relevant details separately.

	產品名稱及介紹 Product Name and Description
1	
2	
3	
4	

條款及細則 Terms and Conditions:

- 在展覽會舉行期間，參展商展示及展銷的產品 (包括贈品) / 服務，必須與參展表格內申報的展品內容及品牌相符。如參展商未能於申請參展時提交展示及展銷產品 / 的詳細資料，所有補充資料必須於開展前最少兩星期前提交至大會作審批，大會擁有唯一及絕對的權力決定是否批准有關申請。During the Exhibition, products (including gifts) / services displayed and intended for sale by the Exhibitor must be consistent with the content(s) and the brand(s) shown in the application form. If an Exhibitor is unable to submit details of the products for display and sale when applying for participation as an Exhibitor, complete additional information must be presented to the Organiser for approval, at least two weeks in advance. The Organiser shall have the sole and absolute discretion to decide whether to approval such application.
- 倘主辦或承辦單位發現參展商展示或展銷未經申報及或非大會認可的品牌、產品及產品類型，主辦或承辦單位有權採取行動，要求參展商即時停止展示及售賣有關展品、或終止其參展權，參展商不得向大會追討任何賠償。
If the Organiser or the Coordinator finds any brand, product and product type on display or for sale in the venue has not been previously declared by the Exhibitor and/or not been recognized by the Organiser, the organiser or the Appointed Coordinator shall have the right to take appropriate action to request the Exhibitor to immediately stop displaying and selling such articles, or else the Organiser shall terminate the Exhibitor' s participation rights. The offending Exhibitor shall not be entitled to any compensation from the Organiser.
- 參展商不能在所屬展位範圍以外地方進行影響他人的活動，包括擺放 / 售賣 / 推銷貨品及派發宣傳單張等。參展商不能佔用所屬展位範圍以外的地方。倘因參展商違規引起任何意外或法律訴訟等事宜，參展商必須承擔所有責任。大會亦有權要求參展商撤走有關物品，而毋須給予任何理由及承擔任何責任。一切有關的撤移費用均由參展商負責。
Exhibitors are not allowed to solicit for business such as placing / selling / marketing of goods and distribution of leaflets outside the premises of their own booths as it would disturb others. The space beyond the exhibition booth is prohibited for soliciting of businesses. Exhibitors shall assume all responsibilities arising from any accident or legal proceedings due to the violation of this condition. The Organiser shall have the right to instruct the Exhibitor to withdraw any such items, without giving any reasons and decline any responsibilities. All related removal costs shall be borne by the offending Exhibitor
- 參展商不得提供任何有賭博成份的遊戲或售賣任何有博彩成份的獎券。
Exhibitors are not allowed to provide any activities with gambling element or sales of lottery tickets or the like.

13.參展商展示及展銷產品登記表格

Exhibit and Product Selling Registration Form



- v. 大會禁止所有售賣藥物、藥品、中西藥及保健品的企業參展。倘於展會期間發現參展商售賣上述物品，大會有權要求參展商即時終止有關活動，並向參展商追究相關法律責任。
- The Organiser bans all companies with sale of drugs, medicines and health care products. If Exhibitor is found selling the above items during the Exhibition, the Organiser has the right to request immediate termination of Exhibitors related activities, and related exhibitors will held liable for legal responsibilities
- vi. 參展商不能在會場內售賣、展示或擺放任何盜版或未經授權生產之物品，會場內絕對禁止任何侵犯知識產權（包括註冊、註冊商標、版權、設計、商品名稱及註冊專利）的行為。
- Exhibitors should respect intellectual property rights (including registered, registered trademark, copyright, design, product name and patent). Any commercial activities or demonstration of pirated goods and unauthorized articles are prohibited
- vii. 參展商務必有良好的商業操守，不得在會場內推介意識不良、劣質或有問題的貨品。大會有權要求參展商停止展示、售賣或派發任何大會認為有問題的展品、貨物或宣傳物品。
- Exhibitors should bear proper business ethics. Any sale or distribution of obscene, low quality or faulty products is prohibited, and the Organiser reserves the right to ban any demonstrations, sales or dispatch of these products by Exhibitors
- viii. 根據澳門特別行政區政府衛生局《展覽用藥品的進口及供應指引》：“在展覽會場內不得向公眾售賣、贈送或派發任何藥物。”（商品展示除外）
- According to the “Guidelines for the Import of Medicine for Exhibition Purpose”, published by the Health Bureau of the Macao SAR Government, Department of Health, “it is prohibited to sell, offer as gift or otherwise distribute any pharmaceutical product to the public inside the exhibition venue” (except for display purpose)
- ix. 按澳門特別行政區政府衛生局要求：大會禁止售賣醫療保健儀器（商品展示除外）。另如需展示上述展品及藥物，參展商需預先向澳門衛生局備檔，並將產品之詳細資料交予衛生局作審批。（倘貨品已在澳門特別行政區政府衛生局註冊可免此手續）。
- According to the requirements of the Health Bureau of the Macao SAR, selling of medical and health care devices is prohibited at the Exhibition venue (except for display of merchandise). Exhibitors intending to display the above-mentioned items and pharmaceutical products should submit the details of the relevant products to the Health Bureau for approval. (This Procedure could be exempted in case the item in question has already been registered with the Health Bureau of the Macao SAR Government).
- x. 根據澳門特別行政區政府衛生局《展覽會期間發佈保健食品廣告的應遵指引》：“參展商須於 2023 年 9 月 15 日或之前將有關產品廣告交給 C-PLPEX 承辦單位，主辦單位會將有關資料送交衛生局備案，否則，不可在展覽場地內展示或派發。”
- According to the “Guideline for the Release of Health Food Advertisements during the Exhibition Period”, enacted by the Health Bureau of the Macao SAR Government: “The Exhibitors should submit the advertisements of the products to C-PLPEX Coordinator by 15th Sep, 2023, and the Organiser will liaise with the Health Bureau for record keeping. Otherwise, such advertisements are not allowed to be displayed or distributed at the exhibition venue”.
- xi. 根據澳門《標籤法》第三條的規定，（1）所有展品包裝上必須詳細列明單位名稱、單位聯絡電話、產品成份資料、淨重、生產及有效日期。
- （2）參展商如代理沒有在澳門註冊之商品（指符合澳門特區政府銷售條例之商品）倘需在展銷區內出售，需在包裝上貼上代理商（參展商）的詳細聯絡資料。按澳門特別行政區政府海關要求，所有展示 / 展銷之電器商品必須符合安全標準，國內之商品必須有 CCC 標誌才能展銷。
- As stipulated in Article 3 of the Labeling Law enacted by the Macao SAR Government, (1) the packaging of all items for exhibition must be labeled with the company name, company contact phone number, product composition, production date and use by date. (2) if the exhibitors are agents for the merchandises not registered in Macao (in conformity with the sales regulations of Macao SAR), but yet they would like to sell the products in the exhibition and sales area, then the packing of the merchandises must be labeled with the detailed contact information of the agent (Exhibitor). Pursuant to the requirement of the Customs of the Macao SAR Government, all electrical appliances for display and sale should confirm to the safety standards. Products from Mainland China must bear the CCC mark before being approved for display and sale
- xii. 倘於展會期間發現參展商有違以上的規條，大會有權要求參展商即時終止有關活動，並向參展商追究相關法律責任。
- In the event of any Exhibitor violating the rules and regulations above, the Organiser has the right to request immediate termination of relevant activities and also the right to claim for legal liabilities arising there from

本人聲明上述所提供一切資料屬實及遵守上述條款及細則 I hereby declare that the information above is true and agreed to be bound by above terms and conditions		全 名 Full Name
		職 銜 Job Title
單位蓋章及授權人簽署 Company Stamp and Authorized Signature	日期 Date	電 郵 E-mail
此欄由大會填寫 For official use only:		參考編號 Reference No.



附件 (一) 工程施工及清理廢物按金扣款制

工程施工及清理廢物按金扣款制

請確保展位承建商遵守本文中的細則。在不影響主辦單位於本文內及在規例內所指明的賠償及/或付還等權利的情況下，在未能遵從下文所指明細則的情況下，主辦單位及大會總承建商可扣除指明款額/百分率的工程施工及清理廢物按金。

A. 工程施工及清理廢物按金罰則及違規之扣款 (%) :

1. 參展商/承建商沒有依照主辦單位及大會總承建商所定之時間進場或離場。(100%)
2. 在展覽廳及/或非指定的地方進行噴漆、焊接或使用電鋸。(100%)
3. 儲存建材、工具、空箱及/或其他物品於會場。(100%)
4. 所有裝備沒有在施工時間後擺放於所屬之展位內將會被清理(主辦單位及大會總承建商將不作另行通知)。(50%)
5. 展位結構超過展位高度上限及/或界限，包括但不限於等離子電視、裝飾燈具、立體字等。(50%)
6. 任何主結構之裝嵌與呈交主辦單位及大會總承建商之圖則不符。(50%)
7. 展位之所有見光位之裝飾未達致平滑及可接受的標準；或該裝飾未能於參展商佈展期前完成。(50%)
8. 在進場期間未能適當/及時處理其產生之垃圾包裝材料及建材。(50%)
9. 以不適當或不安全的方式搭建或拆卸展位。(100%)
10. 僱用不合資格人員於展覽場地工作。(50%)
11. 在展館非指定的地方吸煙。(每次澳門元 600.00)
12. 如展位需要額外電，必須向大會總承建商申報及繳費。任何非法駁電或所用電力超出其應有數量，除要繳付其差額及附加費外，另收取行政費用。
(每 9 平方米澳門元 1,000.00)
13. 任何建料、空箱、木結構、展示牌及工具一旦被發現置於攤位以外將會被清理而不作另行通知並收取清理費。(每立方米澳門元 500.00)
14. 沒有在展館內佩帶承建商工作證。(每張證澳門元 300.00)
15. 工作證轉讓予他人使用。(每張證澳門元 1,000.00)
16. 在圍板上鑽螺絲、油漆或錘釘。(每件澳門元 300.00)
17. 任何攤位構件安裝在大會總承建商之物料上。(每連接點澳門元 200.00)
18. 展館設施損毀(如牆壁、門口、雲石地面、地氈、地板、廣播系統及消防設備等)。(按展館營運者實際收費收取)
19. 任何進場及/或離場超時收費。(請參閱附件-參展商 / 承建商的超時工作收費表)

B. 職業安全條例罰則及違規之扣款 :

1. 在展會搭建及拆卸期間進行工作時，沒有穿著反光衣。(第一次強制當事人離場並需穿著反光衣方可入場，凡同一展位第二次每人每次澳門元 500.00)
2. 為確保安全，展覽搭建及拆卸期間展館內禁止任何人士使用高度超過 2 米梯子，對於所有在離地 2 米或以上高度進行的展位搭建或拆卸工程，承建商必須使用金屬棚架等高空工作設備。(如有違反每次澳門元 1,000.00)
3. 工人在離地 2 米或以上高度進行搭建或拆卸工作時，沒有佩戴安全帶並扣穩。(每次澳門元 500.00)

C. 備註 :

1. 如工程施工及清理廢物按金不足以抵償實際支出/收費，主辦單位及大會總承建商有權追收參展商/承建商之差額。
2. 參展商/承建商違反其他罰則/條例，主辦單位及大會總承建商有權按需要而扣減其工程施工及清理廢物按金。
3. 主辦單位及大會總承建商對參展商/承建商因違反罰則/條例而棄置物品之遺失及損失概不負責。
4. 主辦單位及大會總承建商有權禁止慣性違規者及/或其公司在主辦單位所主辦項目之所有工作。
5. 從工程施工及清理廢物按金所作的扣款不應影響主辦單位及大會總承建商根據規例可提出的其他權利及申索。
6. 如有任何爭議，主辦單位及大會總承建商的決定屬最終決定並具約束力。

大會總承建 :

南光國際會議展覽有限公司

傳真 : +853 2871 5986

電話 : +853 8391 0967

郵件 : nkexpo@126.com



Appendix 1: "Deduction of Site Work and Waste Disposal Deposit"

Deduction of "Site Work and Waste Disposal Deposit"

Contractor must comply with all rules and regulations as listed below. If exhibitor and/or their contractor fails to do so, without prejudice to the Organiser's rights, the indemnifications and/or the reimbursements specified in the Exhibitor Manual and in this Appendix, the Organiser and the official contractor may deduct the penalty fee from their deposit proportionally.

A. Violations and the Related Deduction Rate (%):F

1. Exhibitor/contractor does not follow the move-in or move-out schedule set by the Organiser. (100%)
2. Paint spraying, welding or use of electric saw inside the venue or other non-designated areas. (100%)
3. Storage of construction materials, tools, empty boxes and/or other materials in the venue. (100%)
4. Any items found outside the exhibitor's booth after daily working hours will be discarded (without prior notice from the Organiser or the official contractor). (50%)
5. Booth facilities (including but not limit to plasma TV, decorative lighting, 3-D letterings and graphics, etc. exceed the maximum height limit and/or the space assigned. (50%)
6. Any major construction deviated from the drawings submitted to the Organiser. (50%)
7. Viewable partitions/walls of a booth are not painted smoothly and with a decent color; or the furnishing of booth is not completed within the move-in period. (50%)
8. Trash and discarded materials not handled properly and timely during move-in period. (50%)
9. Erect and/or dismantle a booth recklessly or inappropriately (100%)
10. Employing unqualified workers for construction work at the venue. (50%)
11. Smoking in non-designated smoking areas. (MOP600.00 if caught)
12. Please apply for extra electricity supply from the official contractor if it is required. Exhibitor will be charged with discrepancies, surcharges and administration fee for any illegal electricity wiring and/or excessive electricity usage. (MOP 1,000.00/ 9 m²)
13. Any construction materials, empty cartons, wooden structure, display stands or equipment placed outside the exhibitor's booth will be discarded without prior notice. All cleaning cost shall be borne by the exhibitor. (MOP500.00/cbm)
14. Does not wear the contractor badge at the venue (MOP300.00 per badge)
15. Transfer your contractor badge to others. (MOP1,000.00 per badge)
16. Screwing, drilling, painting or nailing on the partitions. (MOP300.00 per piece)
17. Affix any kind of fixture to partitions, ceiling or floor of a booth (MOP200.00 per affixed point)
18. Any venue facilities (including wall, broadcasting system, fire safety equipment, etc.) being damaged. (Actual Cost will be claimed by the venue operator)
19. Any extra venue rental fees due to over-time move-in and move-out. (Please refer to the attachment Overtime Work Charges for Exhibitor/Contractor)

B. Occupational Safety and Health Ordinance Rate :

1. Does not wear safety vests or wearing (the violator will be expelled from the exhibition in first time, MOP500.00 per violator in second time)
2. For safety purposes, the use of ladders exceeding 2m in height is prohibited inside the venue. While carrying out construction work at height of 2m or above, contractor should use high reach equipment such as metal scaffolding for work (MOP1,000.00 per case)
3. Construction workers must wear safety belt at all times while undertaking work at height of 2m or above (MOP500.00 per case)

C. Remarks:

1. If the site work and waste disposal deposit is not enough to cover the actual cost/penalty fee, the Organiser and official contractor reserve the right to claim for discrepancies.
2. If the exhibitor/contractor violates any rules and regulations other than the above-mentioned, the Organiser reserves the right to deduct the related penalty fee from their site work and waste disposal deposit.
3. The Organiser and the official contractor will not be responsible for any loss or damage as a result of the exhibitor/ contractor's violation of rules.

A1.附件(一) 工程施工及 清理廢物按金扣款制

Appendix (1) Deduction of "Site Work and Waste Disposal Deposit"



4. The Organiser reserves the right to prohibit frequent offender and/or their company from participating in shows held by the Organiser.
5. Deductions from the site work and waste disposal deposit do not affect other claims of compensation from the Organiser and the official contractor.
6. In case of any dispute, the decision of the Organiser and the official contractor shall be final.

Official Contractor
Nam Kwong International Conference & Exhibition Co., Ltd.
Fax: +853 2871 5986
Tel: +853 8391 0967
Email: nkexpo@126.com