5.1 Standard Booth

Booth size: 3M x 3M
Booth facilities: Standard shell scheme system panels, roofing structure, 1 lockable information counter, 2 folding chairs, 1 rubbish bin, 2 energy saving spotlights (23W), 1 x 13A/220V socket (600W), one socket supply is for one electrical appliance/machine only, fascia board (1 set of one side open, 2 sets of two sides open) and carpet.

Note:
1. Unless requested by the Exhibitor, the panel(s) between two or more consecutive booths of the same Exhibitor will be removed.
2. No nails are allowed on the exhibition panel walls, or a penalty for each damaged wall will be charged against the Exhibitor.
3. All electrical fitting (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 refer to Form 7A, 7B and 7C.
4. The Organiser reserves the right to install power switches and fuse boxes inside an appropriate place in the booth(s).
5. All exhibits, booth materials and the like 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 material left behind at the exhibition Venue shall be deemed abandoned. Exhibitors are responsible for the expense of the disposed items.

(3×3)M 標準展位設備包括

(3×3)M Standard Booth Facilities

＊ 標準展位圍板
Standard shell scheme system panels
＊ 公司牌板：
Fascia board:
單面入口 × 1 套
1 set of One Side Open
double 面入口 × 2 套
2 sets of Two Sides Open
＊ 頂架裝飾 1 組
Roofing structure
＊ 有鎖詢問枱1張配摺椅2張
Lockable Information counter with 2 folding chairs
＊ 23W節能射燈2支
23W Energy Saving Spotlight × 2
＊ 13Amp/220V(500W)插座1個
13Amp/220V(500W)Socket × 1
＊ 廢紙箱1個
Rubbish Bin × 1
＊ 9平方米地毯
9 sqm carpet
＊ 層板 × 2
Shelf × 2
＊ 標準展位配置圖（如左圖）
* Unit of Standard Booth Demonstrated (as drawings shown on left.)
5.2 空地展位搭建

选择哪种参展方式的参展商，须确认展商空地。展商须自行设计及承建展位，並須遵守规则以及主題風格在展出物或舉行活動的其他準則。

a. 設計草圖

如需在展品內或展品外裝飾，宜向參與會展搭建的為設計及搭建。請於2019年9月12日前將設計圖製表於市場會展承建。圖

b. 防火措施

所有使用以搭建或裝飾的展位材料，必須具防火功能及符合澳門特別

政府的消防安全要求。所有為擴展位施工的承建商需在工作範圍

附近當地設置一個有效的滅火器。

c. 電力設置

所有電力設置必須於設電器技術安裝。電力設置圖及圖則需於

2019年9月12日前提交及承建商審批。安裝完畢後必須提交完工

紙，經審核合格，方可供電。

d. 高度限制

參展商在展會樓層超過3.3米高的空間自訂展位或擴展位展位，請預

先以書面形式通知承建商申請，並必須獲得會展承建書面批准方可

施工，有討論展位結構的安全（包括搭建、展期及拆卸期間）由

參展商及其承建商完全負責。所有展覽展位承建商必須由本澳政府

認可工程師承建之安全證明書，並必須將有關證明書於2019年9月

12日前交出承建商承建存檔，如不遵守所規定，大會承建商將有

權禁止所有空地填入該展位或終止該展位的供電。

e. 工程施工及清理廢物安排

為確保所有展位自訂展位的參展商及其承建商能按會展規定時間

內，如期拆除、拆迁展期展位、承建廢棄物；以及工程進行時的

管理及執行，參展商或其承建商必須向大會承建商施工工程及清

理廢物安排。所有租用空地展位的參展商或其承建商，須繳交澳

門幣200,000/平方米（最低保證金為澳門幣600,000）作為工程

施工及清理廢物安排。所有展位除展位結構外，如含商務活動設施

及廢物清理安排，空地承建商或其承建商必須在展位拆卸後，與大

會承建商存放於會展廢棄物處理場，否則承建商將會承擔所有費用。

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.

a. Plans and Design Proposals

If an exhibitor appoints their own contractor for any design and construction work, the original plans and design proposals in triplicate must be submitted to the Official Stand Contractor for approval not later than 12th September, 2019. Drawings 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’s front and side elevations, booth elevation, telephone (upon request), electrical fitting, colors and materials to be used, 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.

b. Fire Prevention

All materials and fittings used or used in the booth must be properly fire-proof and be in accordance with all applicable fire prevention and building regulations of Macao SAR. Raw space contractors are required to prepare one functional fire extinguisher at a conspicuous spot within the assigned area during the construction period for safety reason.

c. Electricity Supply

All the electricity installation should be completed by licensed electrician. The electricity installation drawing should be submitted to the Official Contractor for approval on or before 12th September, 2019. With the approval test from the Official Contractor after installation, electricity will then be supplied.

d. Height Limit

Exhibitors must apply in writing for the construction of any booths that are of over 3.9m high or any two-storeys structures from the Official Contractor and obtain written approval from the Official 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 Contractor for approval on or before 12th September, 2019. If this rule is not observed, the Official Contractor reserves the right to prohibit access to the booth.

e. Refundable Refuse Deposit

All Exhibitors or their contractors are required to lodge a refuse deposit of MOP$200,000/m² (minimum levy of MOP$3,000,000) to ensure that their raw space booths will be constructed and dismantled in scheduled time and their sites will be clear of any bulky or large rubbish after the exhibition. After the dismantling of booths, all Raw Space Exhibitors or their contractors must acquire the ‘Raw Space Booth Cleaning Status Sheet’ from the Official Contractor and sign after the corresponding documents in accordance with the actual environmental status, to complete the whole dismantling procedure. Any remaining rubbish (both inside and outside the venue) requiring clean ups by the organiser will be at the expense of the Exhibitor(s) and their contractors concerned or deducted directly from the deposit. The deposit will be refunded to the Exhibitors within 45 days, provided their exhibition sites are in the Organiser’s view, clear from damages to the exhibition hall and/or any rubbish.

f. Booth’s Partitions

Exhibitor should provide, set up and decorate their booth’s partitions facing on their own booth area, aisle, and adjacent booths. They must also be finished to and acceptable standard on all surface.

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

5.3 Contractors

a. Only legal workers of the 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 Organizer has the right to request cessation of structures, if there is incident of incident floor. It will be handled over to the Labor Affairs Bureau and the relevant
5.4 Deduction of Site Work and Waste Disposal Deposit

In circumstances 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 contact the Official Contractor for the full version of the conditions of the ‘Deduction of Site Work and Waste Disposal Deposit’.

5.5 Electricity

a. For safety reasons, all electrical installation work at the exhibition venue must be carried out solely by the Official Contractor.

b. Basic lighting will be provided by the Organiser. The standard level of power supply is:

- Single phase 220-volt (V) 50 (Hz)
- Triple phase 380-volt (V) 50 (Hz)

Power supply will be turned off in 10 minutes after daily closing.

c. Each electric socket shall be used by one electrical appliance only. Use of extension cords is strictly prohibited.

d. 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 appliances and respective wattages, in order avoid the appliances from exceeding the leased wattage at startup, (e.g., freezers and refrigerators), (form 7C and 8C).

e. If Exhibitors violated the rules and regulations for the use of electricity, whose booths’ electric power supply have 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.

f. If required, the Exhibitors can apply in advance for 24 hours power supply from the Official Contractor.

g. The Exhibitors should apply in advance temporary power supply if the Non-Official Contractor need power supply during the installation and dismantling periods. If there is any enquiry, please contact the Official Contractor.

h. Total power consumption of exhibitors shall not exceed the current specified.