

5.1 標準展位

規格：3米 × 3米

配置：標準展位圍板、頂架裝飾、1張有鎖詢問檯、2張摺椅、1個廢紙箱、2支節能射燈（23W）、1個13A/220V插蘇（500W，每個電插座只供一件電器使用）、公司眉板（單面入口1套，雙面入口2套）及地毯。

說明：

1. 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。
2. 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。
3. 參展商裝設的電器設備（包括照明裝置）須經大會總承建批核。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，請參閱本手冊展位裝修表格7A、7B及7C。
4. 大會有權將開關掣及過載保護分線箱放於展位內的適當位置。
5. 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、展位物料擱置於展覽會場將視為棄置物品，主辦單位有權向參展商收取所須的清理費用。

額外設施 Additional facilities：

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7A、7B、7C及8C申請租用，所有費用請預先繳付。

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

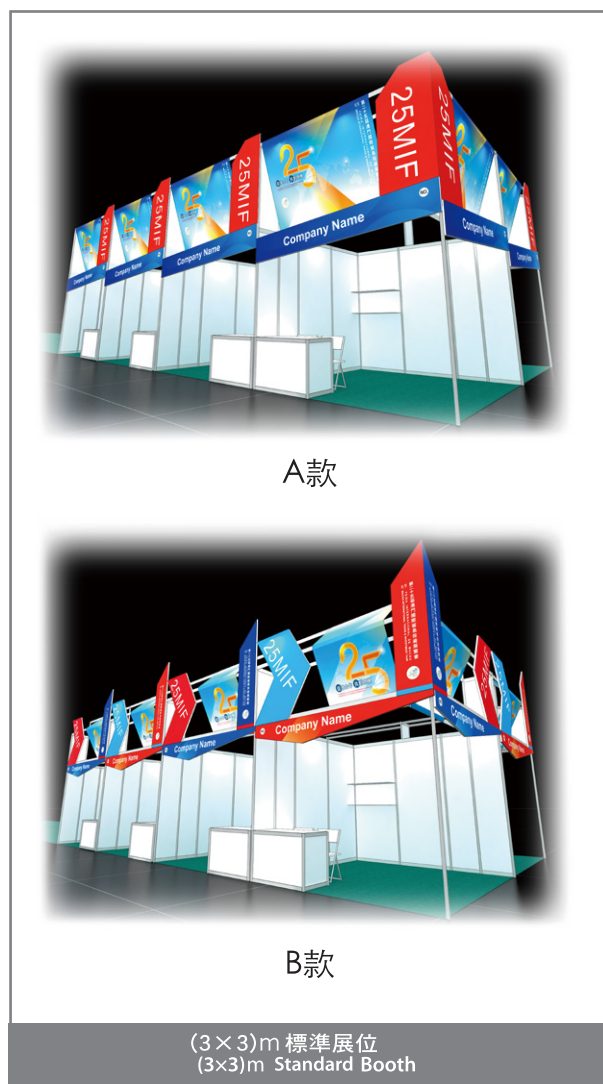
5.1 Standard Booth

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 (500W, 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 Stand 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.



A款

B款

(3×3)m 標準展位
(3×3)m Standard Booth

(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
- * 公司眉板：
Fascia board:
單面入口 × 1套
1 set of One Side Open
雙面入口 × 2套
2 sets of Two Sides Open
- * 頂架裝飾 1組
Roofing structure
- * 有鎖詢問檯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 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。

a. 設計草圖

如特裝參展商需要聘請非大會總承建代為設計及搭建，請於2020年9月18日前將展位設計圖則（一式三份）呈交至大會總承建。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。大會有權拒絕設計圖則，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。

b. 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。所有為特裝展位施工的承建商需在工作範圍附近當眼處放置一個有效的滅火筒。

c. 電力裝置

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2020年9月18日前交至大會總承建審批。安裝完畢後必須呈交完工紙，經測試合格，方可供電。

d. 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2020年9月18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位或終止該展位的供電。

e. 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，於撤離展館前向大會總承建索取《特裝攤位清潔情況表》，並按現場情況簽署相關文件，以完成整個撤展程序。倘有任何廢物棄置或任何物料黏附在場館內又或將廢物丟棄在場館外，當大會代為清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。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。

f. 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。

g. 展場內嚴禁噴漆、燒焊及使用電鋸。

5.3 承建商

- a. 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，亦需按照特區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

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 contraction work, the original plans and design proposals in triplicate must be submitted to the Official Stand Contractor for approval not later than 18th September, 2020 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 Stand 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 Precaution

All materials and fittings used or displayed 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 Stand Contractor for approval on or before 18th September, 2020. With the approval test from the Official Stand 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-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 18th September, 2020. 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.

e. Refundable Refuse Deposit

All Exhibitors or their contractors are required to lodge a refuse deposit of MOP200.00/m² (minimum levy of MOP 5,000.00) 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 Factsheet" from the Official Stand Contractor and sign on the corresponding documents in accordance with the actual environment 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 of any rubbish.

f. Booth's Partitions

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

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

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产生的一切責任。參展商須填寫手冊內之表格 8A ‘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 8B ‘光地承建商工作證申請表’申請工作證（詳細資料，請參考表格 8B）。辦理證件時除填寫手冊內之表格 8B ‘光地承建商工作證申請表’外，並須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。

- b. 承建商必須避免於佈展、撤展及展覽期間損毀會場之物品或任何第三者之財物。否則，當事人必須為其造成之損毀作出一切賠償。
- c. 承建商必須向大會總承建提交佈展、展期及撤展期間的第三者責任保險副本，方能入場進行工作。

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。相關罰則條文請與大會總承建聯絡及索取《工程施工及清理廢物按金扣款制》表。

5.5 電力供應

- a. 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施行。
- b. 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。
- c. 每個電插座只能供一種電器使用，切勿使用電拖把。
- d. 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用的瓦數。(例如：冷凍類電器)(表格7C及8C)
- e. 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。
- f. 24小時電力供應必須預先向大會總承建申請。
- g. 非大會總承建如需要在展位建築及展位拆卸期間用電，請預先向大會總承建申請臨時電力供應，如有任何疑問，請聯絡大會總承建。
- h. 參展商不可使用超過項目上已標明的總電量。

5.3 Contractors

- a. 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 Form 8A “Contractor Declaration Form (For Raw Space Booth Use Only)”, for declaration of their contractors. While contractors have to fill Form 8B “Contractor Badges Application Form (For Raw Space Booth Use Only)” to apply for badges (Please refer to Form 8B for details). When contractors apply for the contractor badges, they need to fill out the Form 8B “Contractor Badges Application Form (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.
- b. 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).
- c. Contractors must submit the duplicate copy of insurance policy with the coverage of third-party liability during construction, exhibition and dismantling to the Official Stand Contractor before entering the venue for work.

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 Stand Contractor may deduct the specified amount/percentage of the site work deposit as specified. Please contact the Official Stand Contractor for full version of 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 Stand Contractor.
- b. Basic lighting will be provided by the Organiser. The standard level of power supply is:
Single phase 220volt (V) 50 (Hz)
Triple phase 380volt (V) 50 (Hz)
Power supply will be turned off in 30 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 wattage, 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 Stand Contractor.
- g. The Exhibitors should apply in advance temporary power supply if the Non-Official Stand Contractor need power supply during the installation and dismantling periods. If there is any enquiry, please contact the Official Stand Contractor.
- h. Total power consumption of exhibitors shall not exceed the current specified.