

### 2.1 定義

- 「大會」指第二十三屆澳門國際貿易投資展覽會。
- 「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。
- 「會場」指澳門威尼斯人範圍內的地方。
- 「大會總承建」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機構。
- 「本手冊」指本參展商手冊。

### 2.2 參展資格

- 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。
- 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及規則，並同意承擔所有有關責任。

### 2.3 參展費付款方式

- 參展費用須於 2018 年 9 月 21 日 或之前全數繳付。如參展商未能於指定期限前繳付參展費，大會將有權將展位收回。
- 大會擁有是否接納參展申請之權利，倘不接受該參展申請，大會將退回有關資料及支票（或銀行本票）予申請人。
- 參展商如取消參展或減少所預訂展位之數目，有關的訂金將不予退還。
- 倘於開展前發生非大會所能控制的不可抗力事故（如火災、水災、災難、疫症、地震、貿易制裁、民眾暴動、政府規限等）而導致不能如期舉行，大會保留對展覽會之取消、更改性質、規模及展覽日期長短之權利，參展商不能因此向大會追討任何損失，而大會亦無須承擔任何責任。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）。

### 2.4 場地分配

- 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。
- 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。
- 大會有權修改展覽場地的圖則及/或於必要時，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。
- 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，大會有權將其封存或作其它用途，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

- 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負擔。
- 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。
- 參展商不可在牆上、地面或該建築物任何部分之表面裝嵌固定物件。其次，參展商在使用任何物件配置時必須注意公眾安全。
- 會場內不得使用噴漆、燒焊器或電鋸。
- 參展商撤展必須向大會索取展品離場許可證。大會將授權保安人員檢查擬撤離展館之商品。
- 主辦機構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。

### 2.1 Definition

- “Organiser” means the 23<sup>rd</sup> Macao International Trade & Investment Fair.
- “Exhibitor” means government body, chamber of commerce, sole proprietorship, partnership or limited company applying to exhibit at the exhibition or, as the case may be, whose application to exhibit at the exhibition has been accepted by the Organiser.
- “Venue” means The Venetian Macao.
- “Official Contractor” means the officially appointed company 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.
- “Manual” means this Exhibitors’ Manual.

### 2.2 Requirements on Eligible Exhibitors

- Upon submission of application form from Exhibitors, Organiser will consider the application in accordance with the terms and conditions on the application form. The Organiser had the absolute right to accept or reject any application for the exhibition without having to give any reason or explanation.
- Exhibitors must accept that the application form, once signed, that is, on its behalf agree to abide by this rule to all the terms and provisions of the Organiser and all the additional rules, and agree to bear all the responsibility.

### 2.3 Payment

- All Exhibitors should settle their appropriate application fee on or before 21<sup>st</sup> September 2018. Otherwise, the Organiser reserves the right to decline application.
- The Organiser has the right whether or not to accept the exhibition application. If the application is declined, the Organiser will return the documents and cross cheque (or bank draft) to the applicant.
- If an Exhibitor withdraws or reduces the number of booth(s), for whatever reason, before receipt of a rejection on application or after its application has been approved, the application fee paid is non-refundable.
- The Organiser reserves the right to cancel, 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 natural 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. The exhibition fee paid to the Organiser, will return only the remaining (if any) to the Exhibitor with no interest, after deducting all the expenses and costs incurred by the Organiser.

### 2.4 Venue Allocation

- Organiser reserves the right at any time to change plans or venue allocation of the Fair, without prior notice to Exhibitors.
- Organiser has full discretion in the allocation and planning of the exhibition booth space and location of all Exhibitors participating in the Fair, relevant complaint will not be accepted.
- Organiser has the right to modify plans and / or when necessary, to change allocation of booths has been allocated to Exhibitors. Exhibitors shall not call for any compensation from the Organiser.
- In order to maintain the image of the Fair, under the circumstance of Exhibitors do not show up on first day of the Fair, Organiser reserve the right to seal or assign other usage for any vacant booth, without prior notice to Exhibitors if Exhibitor do not show up on first day of the Fair. Exhibitors shall not call for any compensation from the Organiser.

### 2.5 Move-in (Booth Installation & Decoration and Displays Move-in) and Move-out

- Exhibitors should install their booths (self-build) in time, strict to what are approved by the Organiser based on the submitted layouts, and the installations must be finished before the deadline designated by the Organiser. The Organiser takes its right to make necessary modifications to or 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 cost will be on the relevant Exhibitor’s expense.
- Exhibitors should not damage any belongings of the Venue or of other parties during move-in, move-out or throughout the exhibition. Compensation will be charged to the damager(s).

## 2.6 大會證件類別

大會為識別進入會場的人員身份，分別印製三款工作證件：

### 第一款：參展商工作證

每個展位免費獲發三個參展商工作證，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。所有參展商工作證嚴禁轉借他人使用，大會保安人員有權查核持證人的身份。參展商工作證可透過使用手冊內之表格2或於大會網頁下載該表格，填妥後傳真至MIF行政暨服務中心。

### 第二款：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員均需配戴有效證件，大會保安人員有權查核持證人的身份。

### 第三款：承建商工作證

供非大會指定承建商使用，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，大會保安人員有權查核持證人的身份。承建商工作證須向大會總承建申請，可透過手冊內之表格9A及表格9B或於大會網頁下載。

## 2.7 展台搭建及佈置

- 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總承建的要求。否則，大會有權終止有關工程，而所衍生的任何費用將由參展商及其承建商所承擔。非大會總承建工作證須事前向大會總承建申請。進入會場後到大會總承建櫃檯登記，領取承建商工作證。
- 租用空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9A「空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9B「空地承建商工作證申請表」申請工作證（詳細資料，請參考表格9B）。辦理證件時除填寫手冊內之表格九B「空地承建商工作證申請表」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。
- 參展商對原有的標準展位搭建結構不能自行改動，一切的展位維修及改裝必須先獲得大會批准，由大會指定之服務供應商負責。如於展會期間，須在開放時間過後方可進行工程。
- 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後方可搭建。

## 2.8 展品運輸

- 有關展品運輸和現場服務等事項，請參展商與大會貨運服務商徵詢。
- 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。
- 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。
- 貨運工人需由一名參展商代表陪同方可將貨物搬進會場。
- 展會最後一天（即2018年10月20日）下午3時後，發放展品離場許可證，請各展位留人簽收。
- 大會將於展覽期間向參展商派發問卷及成交統計表，請各參展商將問卷及成交統計表填妥，並於2018年10月20日下午4時前交回MIF行政暨服務中心以換取展品離場許可證。參展商填妥展品離場許可證後連同貨品一併向大會保安員出示，方可將貨品搬離會場。
- 展覽會正式開幕後及展覽會結束前不得將展品搬離會場。如攜帶展品離場，必須經主辦機構特許批准，並向保安員出示已被大會批核之展品離場許可證，方可離場。

- No any fixed facility can be assembled on walls, floors or any parts of the Venue architecture. Furthermore, usage of any facility should be with cautions on public safety.
- No spray paint, welder or electric saw is allowed.
- Each Exhibitor should receive a permit for moving out of the Venue. The Organiser extends the right to the appointed security to check on the relevant exhibits.
- The Organiser is not responsible for receiving or storing any booth materials or exhibits, Exhibitors should appoint their own staff for this.

## 2.6 Badges

For security reasons, three types of official working badges will be issued:

### I: Exhibitor Badge

Each exhibition booth is given three Exhibitor Badges (Including the period during moving in & moving out). During the period of exhibition, an Exhibitor must wear the badge at all times in the exhibition Venue and should not pass his badge to any other person. The application form (Form 2) can be found in this manual or downloaded from the official website, please fill in and return by fax to the MIF Administrative and Service Centre.

### II: Staff Badge

For security purpose, all working staff should wear the working badge. The Organiser holds the right to check the identity of the badge-holder.

### III: Contractor Badge

It is decided specifically for Non-Official Contractor during the booth installing and dismantling. All badges are strictly non-transferable. The security guards and the Organiser's staff have the right to check the badge holder's identification during the fair. Non-Official stand contractor must apply it from the Official Stand Contractor by filling out the Form 9A and Form 9B, which can also be 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. Exhibitors and their contractors should bear any expenses incurred thereafter. All Non-Official Contractors must register and obtain the authorized badges at the Official 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 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 9A "Contractor Declaration Form (For Raw Space Booth Use Only)", for declaration of their contractors. While contractors have to fill Form 9B "Contractor Badges-Application Form (For Raw Space Booth Use Only)" to apply for badges (Please refer to Form 9B for details). When contractors apply for the contractor badges, they need to fill out the Form 9B "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.
- 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 restructure should be submitted to the Organiser for approval. All approved maintenance and restructure should be done by nominated supplier of the Exhibitors. During Exhibition, the above work can only perform after opening hours.
- All exhibits, materials and fittings used or displayed in the booth must be fire-proof and are in accordance with all applicable fire prevention and building regulations of Macao SAR.
- All booth decorations, fittings or exhibits with a height over 3.9 meters should be reported to the Official Contractor for approval.

- h. 為確保更有效控制和協調現場貨運安排，只有大會貨運服務商允許於展館內工作和使用任何形式的設備，如叉車或唧車。其他的貨運服務商將不允許在展館內工作。

## 2.9 廢物處理

- 租金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被視為棄置物，當大會代為清理後將會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。
- 參展商所聘用之承建商必須將自建的展位及裝潢物料自行帶離會場，不得將其放置或棄置在會場內。
- 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。

### 2.10 接駁車服務

大會將安排接駁車服務，於早晚來回酒店及大會指定地點。班次詳情將於佈展期間公佈。

### 2.11 職業安全及健康條例

在搭建及拆除展位期間，參展商或其承建商必須遵守職業安全及健康條例：

- 確保僱員在工作時的安全及健康；
- 提供安全作業裝置及工作系統並確保其操作正常；
- 委派一名安全督導人員在場監管搭建及拆除展位的施工。
- 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。

## 2.8 Freight Forwarding

- Exhibitors are requested to consult the Official Freight Forwarder for any matter concerning forwarding of exhibits to the fairground and/or regarding on-site co-ordination
- The Freight Forwarder is entrusted by the Exhibitor for freight / exhibits transportation. The Organiser will not bear any responsibility on this.
- Exhibitors should make self-arrangement for receipt and storage of their exhibits, products or booth materials.
- The transporters should have a representative of the Exhibitor accompanied when entering the Venue.
- After 15:00 of the last exhibition day 20<sup>th</sup> October 2018, the Organiser will issue a "Move-out Permit". The Exhibitor should appoint representative to collect the Permit.
- The Organiser will dispatch questionnaire and intended transaction amount to the Exhibitors, who should return the above data to the MIF Administrative and Service Centre before 16:00 of 20<sup>th</sup> October 2018, in exchange for the "Move-out Permit", which is used for moving out exhibition goods.
- Exhibitors must not remove any of their exhibits after the Fair commenced and until the Fair 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.
- To ensure proper control and co-ordination of site movements, only the official freight forwarder is permitted to work in-hall and operate any form of equipment such as pallet trucks or / and forklifts in the Venetian exhibition halls. No other freight handling contractor will be permitted to work in the exhibition hall.

## 2.9 Cleaning & Waste Disposal

- The removal and disposal of the empty boxes, crates, large trash, booth fittings or other materials are not covered by the rental; Exhibitors should arrange for the cleaning and waste disposal themselves. Any packages and exhibits left behind at the exhibition Venue will be deemed abandoned, remaining rubbish requiring cleaned up by the Organiser will be at the expense of the Exhibitor(s) concerned. Exhibitors must clean away their empty boxes and crates daily before the Exhibition opening hours begin.
- The Non-Official Contractor appointed by the Exhibitors must make their own arrangements for the removal of packing materials and construction debris of their booths, and should not be left inside the exhibition area.
- The Organiser will provide cleaning service to the exhibition. For security reason, the cleaners will not be allowed to enter the booth for cleaning. Exhibitors may leave small pieces of rubbish outside the booth for the cleaners to collect.

## 2.10 Shuttle Bus

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 during the move-in period.

## 2.11 Occupational Safety and Health Ordinance

Exhibitors and / or their contractors must comply with Occupational Safety and Health Ordinance during construction and dismantling of booths.

- Make sure the workplace is safe and healthy.
- Provide and maintain safety working equipment and procedures.
- Appoint a safety supervisor for on-site supervising of installation and dismantling works.
- For safety purposes, the use of ladders in excess of 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.