

### 3.1 展位使用

- a. 參展商不得將展位轉讓、分租或以任何形式供第三者使用。同時，非參展公司之職員不得在其展位工作。大會毋須通知而即時終止違規者的參展權。同時大會擁有權令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，大會並將有關公司列入特殊名單，禁止其日後參加大會舉辦的展覽活動。
- b. 參展商不能在所屬展位範圍以外地方擺放或操作任何用作推廣及銷售物件(如產品、宣傳架、搖控玩具及電動車等)。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。
- c. 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 / 派發宣傳單張等。參展商不得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。
- d. 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，甚至涉及觀眾安全問題，大會將有權終止有關活動。倘若需要舉辦該類活動，事前必須取得大會的書面批准。
- e. 參展商須自行將本身的包裝箱儲存於適當的地方。
- f. 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。
- g. 會場內不得進行/舉辦任何有虐畜成份的活動，例如撈金魚等。
- h. 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。
- i. 參展商必須確保展位最少有一家公司職員負責看守展位，倘現場管理人員發現展位長時間沒有職員看守，大會將有權將展位暫時封存。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機構駐場辦事處聯絡)
- j. 展會結束前，不得拆卸展位或撤展。
- k. 大會將有權對其認為不適當的行為進行制止或處理，亦可要求參展商離場。
- l. 參展商不得在會場內使用任何性質的易燃液體 / 物料或本地法例禁止使用的裝飾材料。
- m. 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:激光產品等等)，若參展商欲展示此類展品，必須事先得到大會之書面同意。
- n. 參展商在任何情況下都不得使用壓縮氣體所填充之氣球。
- o. 參展商一律不得於展覽場地內進行公開拍賣。

### 3.2 展品展示及銷售

- a. 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 / 服務的詳細資料，所有補充資料必須於開展前最少1個月提交至大會作審批，大會擁有唯一及絕對酌情權決定是否批准有關申請。
- b. 倘主辦或承辦機構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，主辦或承辦機構有權採取行動，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。
- c. 所有在中小企業展區作現場銷售及陳列的貨品，應清晰標示其貨品名稱和售價。
- d. 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。
- e. 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。
- f. 參展商應向消費者提供珠寶及玉石產品之可在中國內地及澳門特別行政區法院認可的鑑定機構之質量證明的核對副本，並可於展會現場隨時向主辦單位、承辦機構及澳門特別行政區執法機構隨時展示。

### 3.1 Usage of Booths

- a. Exhibitor shall not transfer, sublet or otherwise provide the booth for use by third parties. Only staff of the Exhibitor shall be eligible to work in the respective booth. The Organiser reserves the right to immediately terminate an offender's right to participate in the Fair without prior notice. The Organiser shall also have the right to instruct the offender to immediately move all articles intended for exhibition away from the exhibition venue, all respective relocation costs shall be borne by the Exhibitor. Furthermore, the offender will be blacklisted and prohibited to participate in future exhibition activities held by the Organiser.
- b. Exhibitors shall not place or operate any objects (eg., products, promotion rack, remote control toys, electric vehicles etc) intended for promotion or sale, outside their own booth. Exhibitors shall assume all responsibility 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 responsibility. All related removal costs shall be borne by the offending Exhibitor.
- c. Exhibitors shall not carry out any activity outside their own booth to the extent that it will influence others, such as the displaying/ sale and/or marketing of goods, distribution of leaflets, etc. Also, Exhibitors shall not occupy any place outside their own booth. They are also required to keep the venue clean and pay attention to fire safety.
- d. If any activity (such as signing ceremony, auction, lucky draw, promotion, product demonstrations, etc) arranged by the Exhibitor results in the obstruction of the passageway or hinder visits to the neighboring booths, or if such activity involves safety issues, then Organiser shall have the right to terminate these activities. If an Exhibitor intends to organize any such activity, it must firstly obtain written approval of the Organiser.
- e. Exhibitors must ensure that their boxes are stored in the appropriate places.
- f. Exhibitors are not allowed to provide/conduct any activities with gambling element.
- g. Exhibitors are not allowed to provide/conduct any activities, which may be considered as animal abuse.
- h. 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.
- i. Exhibitors must ensure that at least one staff to be in charge of guarding the booth, 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 Management Centre of the Organiser.)
- j. No dismantling or moving out of exhibits from the exhibition before the official closing will be allowed.
- k. The Organiser reserves the right to stop or deal with any conduct that it considers as inappropriate. Under this circumstance, the Organiser may request the offending Exhibitor to leave the venue.
- l. Exhibitors should not use any inflammable liquid / materials or any illegal decorative materials in the exhibition area.
- m. The Exhibitor shall be solely responsible for the public's loss or injuries caused by any removal or operation of the exhibits. Any exhibit which may cause potential dangers (such as laser products, etc) must be operated or monitored by competent persons authorized by the Exhibitor, the Exhibitor must receive the written approval from the Organiser before displaying this kind of exhibits.
- n. Gas-filled balloons shall not be permitted under any circumstances.
- o. Public auctions shall not be permitted under any circumstances.

### 3.2 Articles for Display and Sale

- a. During the Fair, products (including gifts) / services displayed and intended for sale by the Exhibitor must be consisted with the content and the brand shown in the declaration 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 one month in advance. The Organiser shall have the sole and absolute discretion to decide whether to approval such application.
- b. 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 is not recognized by the Organiser, then the Organiser or the Appointed Coordinator shall have the right to take appropriate action to request the Exhibitor to immediately stop to display and sale such articles or terminate the Exhibitor's participation rights. The offending Exhibitor shall not entitled to any compensation from the Organiser.
- c. Where possible all items on sale and on display should carry a tag showing the price and products name in the Small and Medium Enterprises Exhibition.

### 3.3 參展商宣傳活動

- 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，參展商需自備排隊繩，以控制人群及秩序。
- 為了保障參觀人士的安全及不妨礙其他參展商的權益，大會有關隨時因應現場的情況而終止任何事先批准的活動。
- 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。

### 3.4 在展銷區內派發贈品及試食須知

- 參展商只可在指定展位內陳列食品及飲品，並必須保持食物、飲品及地方清潔整齊。所有售賣或試食的食物或飲品，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。
- 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，大會有關禁止該參展商一切試食及派發贈品之行為。
- 如參展商採用試食及試飲等推廣方式，或售賣雪糕、食品及飲品等，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。
- 為避免場內人士被鋒利竹籤刺傷，大會特為參展商免費提供試食時使用較安全之竹籤。
- 大會嚴禁任何明火煮食。倘有違規，大會有關要求參展商即時終止有關行為。

### 3.5 保安及保險

- 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，有責任購買有關保險。主辦機構及承辦機構對展品或個人物品的遺失、損壞等情況不承擔任何財務或法律責任。
- 於展位內須有足夠職員負責看守展品。
- 請確保所有陳列櫃上鎖及避免擺放現金及貴重物品。
- 會場的保安將由大會安排，特派保安員巡邏會場，如發現任何可疑人物，請立即通知大會或場館內之保安。
- 展品入場及離場期間，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。
- 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

- 大會禁止所有售賣未經國家註冊之藥物、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，大會有關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。
- 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的物品，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，大會有關終止其展位使用權，並交由海關或有關政府部門處理，並把違規參展商列入特殊名單內，禁止其日後參加大會舉辦的展覽活動。
- 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。大會有關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。
- 如大會認為參展商進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，大會有關要求參展商即時終止有關活動，並交由警方處理。
- 參展商在會場內必須自律，不能對其他參展商及參觀人士構成任何滋擾，例如：派發問卷、攔途兜售貨品等等。

- All sales of alcoholic products must be closed and sealed, and no sales of alcoholic drinks by the glass or open-bottle would be allowed.
- Alcoholic beverages MUST NOT be tasted by or sold to visitors aged below 18.
- For jewelry and jade product demonstrations, Exhibitors should be able to provide consumers with copy of a certificate of authenticity issued by nationally recognized product inspection centers. Exhibitors should also provide the original copy of the certificate to the Organizer, the Coordinator and any Macao SAR law enforcement agencies if requested.

### 3.3 Promotion Activities of Exhibitors

- Exhibitors must be responsible for crowd and queue control for any events about to be organized 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 Organizer is required for maintaining order and 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.
- In order to protect the visitors' safety and other Exhibitors' benefit. Organizer has the right at any time in response to terminate any activities even approved in prior, in accordance to the scene.
- Exhibitors shall not hold any games with gambling content or sell lotteries with gaming elements.

### 3.4 Guidances for Give-away and Food Tasting inside Exhibition & Sales Area

- Food and beverages can only be displayed within the designated booth, and food, beverages and places must be kept clean and tidy. All food or beverages for selling and tasting must be in line with the health requirements of the environment storage and processing to ensure that fit for human consumption.
- Items distributed by the Exhibitors, including those intended for food tasting, must be within the validity period. If any food or item is found to have the validity expired or the quality deteriorated, the Organizer shall have the right to stop the Exhibitor from continuing with such food tasting or gift distribution activities.
- If there is tasting for promotion, or sale of ice cream, food and drinks and so on, there should be self-sufficient rubbish bins and garbage bags to collect containers and container disposal. If spilled on the ground there was food, drinks, soups or rubbish, Exhibitors need to clean regularly or hire cleaning contractors designated by the Organizer on their own costs.
- In order to prevent people from getting hurt by sharp sticks used for food tasting, a safer type of stick will be provided free of charge by the Organizer.
- Any open flame cooking is prohibited. If there is violation, the Organizer has the right to request immediate termination of the Exhibitors of the act.

### 3.5 Security and Insurance

- The Organizer 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 Organizer assumes no financial or legal responsibility whatsoever for any lost or damage caused to the items on display and/or personal belongings.
- The Exhibitors should have enough staffs to look after their exhibits and belongings.
- Exhibitors should lock up the lockable cupboard in the booth. Cash or important items are not recommended to be left in the booth.
- General security service for the Exhibition Venue will be arranged by the Organizer, including dispatching security guards to patrol the venue. Should anyone encounter any suspicious person, he/she should immediately notify the Organizer or the security guard on duty inside the venue.
- All Exhibitors must take utmost care of their exhibits and belongings during the move-in and move-out period. If required, the Exhibitor may hire their own security guards.
- If the exhibits are of high value, before entering the venue, the exhibitor must undertake their own insurance and inform the Organizer.

### 3.6 Business Trading and Individual Principles

- The Organizer ban on all companies with sale of national unregistered drugs, medicines and health care products. If found in the Fair any Exhibitors to sell the above items, the Organizer has the right to request immediate termination of Exhibitors related activities, and related exhibitors will held liable for legal responsibilities.
- Exhibitors are prohibited from selling, displaying or demonstrating of any unauthorized or pirated products. Activities of violating intellectual property right are strictly prohibited in the venue. In case of there are sufficient evidence for sale or display of above-mentioned products, exhibitors will be regarded as violating the regulation of the exhibition, which will be punishable by

- f. 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，如非經邀請或同意，不得擅自進入其他參展商的展位。
- g. 若參展商被發現及證實其行為可能損害祖國、澳門特區、展覽會、大會或其他行業之聲譽，大會有關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。
- h. 參展商不得作出任何有損「澳門國際貿易投資展覽會」形象及聲譽的行為。大會有關時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。

### 3.7 特別展品展示 / 銷售及宣傳限制

- a. 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）
  - b. 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）
  - c. 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》：“主辦單位須於活動開始前十五天將有關產品廣告送交衛生局備案，否則，不可在展覽場地內展示或派發。”
  - d. 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印有CCC或其他國際安全標準標誌才能展銷。
- \* 倘於展會期間發現參展商有違以上的規條，大會有關時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。

### 3.8 進場限制

任何參觀者、參展商或其代理，如被大會認定為精神不健全、醉酒或會對展會、其他參展商或參觀人士造成騷擾或不便，大會有關時禁止其進入會場。

### 3.9 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。

termination of the right to use the booth and reporting to the Customs and Excise Department or corresponding governmental agencies. Exhibitors will also be blacklisted and prohibited from participating any Organiser's exhibition activity in the future.

- c. Any sale of obscene, pirated, low quality, counterfeit or faulty products is prohibited and the Organiser reserves the right to ban any demonstrations, sales or dispatch of these products.
- d. No products of indecency, coarse features can be sold nor any commercial actions against any Macao SAR laws can be taken. The Organiser reserves the right to cease the activities and report to the police.
- e. Exhibitors are expected to conduct themselves in a discipline manner. Activities which may cause disturbance to other Exhibitors or visitors like distributing questionnaires or harassing visitors are not allowed.
- f. Exhibitors and their staff are prohibited from entering other Exhibitors' booths unless being invited or authorized.
- g. Once the Exhibitor's behavior is found and proved to have any damage to the reputations of China, Macao (SAR), exhibition, Organiser and/or any other organisations, the Organiser reserves the right to cancel the Exhibitor's qualification. It includes product safety, respect for intellectual property rights, labour rights, environmental and other laws etc.
- h. Exhibitors may not do anything which hurt the image and reputation of "Macao International Trade & Investment Fair". The Organiser has the right to request termination of the behavior, and to call for any loss and liability to Exhibitors.

### 3.7 Display of Special Exhibition Materials / Limitations on Sale and Publicity

- a. 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"(save for display purpose).
  - b. According to the requirements of the Health Bureau of the Macao SAR, selling of medical and health care devices is prohibited at the Fair 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).
  - c. 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 Organiser should submit the advertisements of the products to the Health Bureau for record keeping no later than 15 days prior to the start of the event, otherwise, such advertisements are not allowed to be displayed or distributed at the exhibition venue".
  - d. 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 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 conform to the safety standards. Products must bear the label of C.C.C mark or international safety standards before being approved for display and sale.
- \* 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.

### 3.8 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 anyway likely to create disturbance or discomfort to the exhibition or other Exhibitors or visitors.

### 3.9 Propaganda & Posters

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