

2022 MIECF

Macao International Environmental
Co-operation Forum & Exhibition
2022年澳門國際環保合作發展論壇及展覽



匯力綠色發展 邁進雙碳目標
Commitment to Green Development
Moving Towards the Dual Carbon Goals



關注環保 · 親近自然 · 分享樂活
Thinking Green · Going Clean · Living Cool

2022年12月9-11日 澳門

www.macaomiecf.com

9-11 December 2022 Macao

“2022年澳門國際環保合作發展論壇及展覽”（2022MIECF）

2022 Macao International Environmental Co-operation Forum & Exhibition (2022MIECF)

參展商手冊 EXHIBITOR MANUAL

更新至 :2022年10月25日
Last Updated: October 25, 2022

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聯絡名單

主辦單位

中華人民共和國澳門特別行政區政府

官方承辦單位

澳門特別行政區政府部門

澳門貿易投資促進局
環境保護局

大會總承建商

廣告天地有限公司

大會貨運服務商

金栢國際展覽運輸(澳門)有限公司

聯絡處

2022MIECF 項目經理
澳門博覽集團有限公司
電話: +853 87989675
電郵: exhibition@macaomiecf.com
info@macaomiecf.com

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CONTACT LIST

Host

Government of the Macao Special Administrative Region of the
People's Republic of China

Host Co-ordinators

Government Agencies of the Macao Special Administrative Region

Macao Trade and Investment Promotion Institute (IPIM)
Environmental Protection Bureau (DSPA)

Official Stand Contractor

Creation Advertising Co., Ltd

Official Freight Forwarder

JES Logistics (Macao) Limited

Contact

2022MIECF Event Manager
Macao Expo Group Limited
Tel: +853 87989675
Email: exhibition@macaomiecf.com
info@macaomiecf.com



(一) 資料簡介

1.1 展覽會名稱

2022年澳門國際環保合作發展論壇及展覽

1.2 地點

澳門威尼斯人金光會展 D, E 館

1.3 開放時間

展覽： 2022年12月9日 11:00 - 18:30
2022年12月10日 09:00 - 18:00
(只供業內及專業人士參觀)
2022年12月11日 09:00 - 17:00
(開放予業內, 專業人士及公眾參觀)

論壇： 2022年12月9日 14:30 - 17:00
2022年12月10日 10:00 - 17:00
2022年12月11日 10:00 - 17:00
(只供業內及專業人士參觀)

1.4 開幕典禮

於2022年12月9日上午10時正假澳門威尼斯人西西里會議廳舉行

1.5 綠色配對

為了增加專案方與投資方相互認識和了解的機會, 協助投資方尋找有價值的專案, 協助專案方接觸到確實有投資意向和實力的投資方, 從而提高雙方合作的成功率, 大會將加強商業配對。有意參加活動者, 請於大會線上展廳之商業配對服務平台登記。

1.6 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

1.7 佈展及撤展時間表

大會總承建商搭建展位	12月5-7日	09:00-22:00
	12月8日	09:00-13:00
一般承建商搭建展位	12月6-7日	09:00-22:00
	12月8日	09:00-13:00
參展商佈展	12月8日	13:00-22:00
參展商撤展	12月11日	17:00-22:00
大會總承建商拆卸展位	12月11日	17:00-22:00
	12月12日	09:00-22:00
一般承建商拆卸展位	12月12日	09:00-16:00

1. GENERAL INFORMATION

1.1 Name of the Fair

2022 Macao International Environmental Co-operation Forum & Exhibition (2022MIECF)

1.2 Venue

The Venetian Macao Expo Hall D, E

1.3 Opening Hours

Exhibition: 9 December 2022 11:00 - 18:30
10 December 2022 09:00 - 18:00
(Open to Trade & Professionals Only)
11 December 2022 09:00 - 17:00
(Open to Trade, Professionals & Public)

Forum: 9 December 2022 14:30 - 17:00
10 December 2022 10:00 - 17:00
11 December 2022 10:00 - 17:00
(Open to Trade & Professionals Only)

1.4 Opening Ceremony

The Opening Ceremony will be held on 9 December 2022 at 10am at The Venetian Sicily Meeting Room.

1.5 Green Matching

In order to provide business matching opportunities for potential investors and valuable projects, the Organizer provides Green Matching sessions to achieve higher transaction rates. Interested parties may register their participation with the Organizer via the Online Business Matching Service Platform from MIECF Online Exhibition website.

1.6 Venue Loading Specification

Floor Loading : 1.2 tons/m²
Freight Elevators : 1 set
Freight Doors : 5.5 to 9.0 meters width, 4.3 meters height

1.7 Move-in and Move-out Schedule

Official Stand Contractor Installation	5-7 December	09:00-22:00
	8 December	09:00-13:00
Non-Official Stand Contractor Installation	6-7 December	09:00-22:00
	8 December	09:00-13:00
Exhibits Move-in	8 December	13:00-22:00
Exhibits Move-out	11 December	17:00-22:00
Official Stand Contractor Dismantlement	11 December	17:00-22:00
	12 December	09:00-22:00
Non-Official Stand Contractor Dismantlement	12 December	09:00-16:00



1.8 參展商及承建商上落貨車輛通行證及使用須知

- 只有持有上落貨車輛通行證之車輛方可進入會場。每張上落貨車輛通行證將收取參展商及其所委託的承建商 / 物流供應商等澳門元 60.00。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。每張上落貨車輛通行證只可單次使用，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。
- 進入展覽會場範圍的車輛行駛速度不得超過 15 公里 / 小時。會場有權禁止任何超速車輛進入。
- 在特殊情況下，會場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，不得將通行證給予他人使用。
- 上落貨車輛通行證若遺失，須賠償澳門元 60.00。

1.9 展覽館平面圖

澳門威尼斯人金光會展 D, E 館

1.8 Goods Vehicle Pass for entry Expo Hall Loading Docks

- Vehicle is allowed to entry to the venue with valid Goods Vehicle Pass. A fee of MOP60.00 will be charged for every pass issued at the Off-Site Staging Area. Every Pass is only valid for One-time entry. Maximum unloading and loading time is 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 Venetian is 15km/h. Vehicles caught exceeding the speed limit will be barred from entering The Venetian.
- 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. No refund or extra pass will be issued in this case.
- The "Goods Vehicle Pass" is only for use by goods vehicles entering into The Venetian Loading Docks. The pass should not be used for entry into the Exhibition Venue by the driver or assistant.
- The "Goods Vehicle Pass" is non-transferable.
- A penalty of MOP60.00 will be charged for loss passes.

1.9 Location Plan

The Venetian Macao Expo Hall D, E

(二) 參展須知

2.1 定義

- “大會”指 2022 年澳門國際環保合作發展論壇及展覽。
- “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。
- “大會總承建商”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單位。
- “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. EXHIBITION INFORMATION

2.1 Definition

- “Organizer” means the 2022MIECF.
- “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 Organizer.
- “Venue” means The Venetian Macao
- “Official stand contractor” means the officially appointed company for the construction of standard booths, responsibility 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 Eligibility of Exhibitors

- Upon submission of application form from Exhibitors, Organizer will consider the application in accordance with the terms and conditions on the application form. The Organizer has 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 Organizer and all the additional rules, and agree to bear all the responsibility.

2.3 Payment

- All exhibitors should settle their appropriate application fee within 2 weeks after the issue of Payment Notice. Otherwise, the Organizer reserves the right to decline application and release the booth(s).



2.3 參展費付款期限

- 參展費用須於付款通知書發出後兩星期內全數繳付，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。
- 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。
- 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及其代理/代表追討任何損失，而大會亦無須承擔任何責任。

2.4 取消參展及替換

取消參展及參展費退還：參展商退出參展須以書面聲明通知項目經理，並於項目經理收到有關聲明後確認。項目經理將會根據以下安排退回全部或部份參展費：於2022年11月11日或之前取消：退回參展費25%；於2022年11月30日或以後取消將不獲退回。

2.5 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。

2.6 參展商佈展及撤展守則

- 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承擔。
- 參展商必須避免於佈展、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。
- 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。
- 主辦單位不負責接收或存藏任何參展品或展位物料，參展商應自行安排職員負責。

2.7 大會證件類別

- The Organizer has the right whether or not to accept the exhibition application. If the application is declined, the Organizer will return the document and cross cheque (or bank draft) to the applicant.
- The Organizer reserves the right to cancel, alter in nature, scale, shorten or extend the duration of the Exhibition at anytime without incurring any liability whatsoever to the Exhibitor due to circumstances beyond the Organizer's control, such as natural disasters, plague, embargo, civil unrest, legal proceedings or government regulations that make it impossible or impractical, for the Organizer in their absolute discretion to hold the Exhibition. The Exhibitor shall have no claim against the Organizer or their agents or representatives, whether for loss or damage.

2.4 Cancellation & Substitution

Cancellation by Exhibitor: Exhibitor shall provide written declaration to the Event Manager in case of withdrawal, and shall only become effective upon receipt by the Event Manager. Refund policy: Cancellation made on or before 11 November 2022: 25% refund. No refund will be made for cancellation made on or after 30 November 2022.

2.5 Venue Allocation

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

2.6 Move-in and Move-out (Booth Installation, Decoration and Dismantlement)

- Exhibitors should install their booths (self-build) in time, strictly to what are approved by the Organizer based in the submitted layouts, and the installations must be finished before the deadline designated by the Organizer. The Organizer takes its right to make necessary modifications to or dismantle any booth that fails to comply with the submitted layout, standards set by the Organizer or the Exhibition Regulation, without prior notice. All incurred extra cost will be on the relevant Exhibitors expenses.
- Exhibitors should not damage any properties of the Venue or of other parties during move-in, move-out or throughout the exhibition. Compensation will be charged to the exhibitor(s).
- No fixed facility can be assembled on walls, floors or any parts of the venue architecture. Furthermore, usage of any facility should be with caution to public safety.
- No spray paint, welder or electric saw is allowed.
- Each Exhibitor should receive a permit for moving out of the Venue. The Organizer extends the right to the appointed security to check on the relevant exhibits.
- The Organizer is not responsible for receiving or storing any booth materials or exhibits, Exhibitors should appoint their own staff for this.

2.7 Badges

For security reasons, three types of identity badges will be issued.

- Type I: Exhibitor Badges will be given to each exhibition booth for use (Including the period during move in & move out).
3 free badges will be given to booth sizes of 9sqm



大會為識別進入會場的人員身份，分別印製三款工作證：

- a. 第一款：參展商工作證
每個展位可獲發指定數量的參展商工作證，於展覽會期間（包括佈展及撤展）使用：
每 9 平方米展位可免費獲發三個參展商證
每 18-36 平方米展位可免費獲發六個參展商證
每 36 平方米展位以上可免費獲發十個參展商證
參展商必須配戴該證件進出。嚴禁轉借參展商證予他人使用，大會保安人員有權查核持證人的身份。
每個參展商最多可申請 2 個額外參展商證，申請額外參展商證需繳交每個澳門元 40.00 或美元 5.00。
- b. 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佩戴有效證件，大會保安人員有權查核持證人的身份。
- c. 第三款：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，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商申請，可透過本手冊內之表格六 A 及表格六 B 或於大會網頁下載。

2.8 展位搭建及佈置

- a. 展台搭建及佈置必須符合澳門特區政府現行的法例、大會及大會總承建商的要求。否則，大會有關工程，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。
- b. 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，大會有關工程，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。參展商需填寫本手冊內之表格六 A「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本手冊內之表格六 B「承建商工作證」申請工作證（詳細資料，請參考表格六 B）。辦理證件時除填寫本手冊內之表格六 B「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。
- c. 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，由大會總承建商負責。如於展會期間，須在開放時間過後方可進行工程。
- d. 所有用以搭建和裝潢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。
- e. 所有高度超過 3.9 米的展位，必須先獲得大會總承建商批准後方可搭建。

2.9 展品運輸

- a. 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查詢。
- b. 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。

6 free badges will be given to booth sizes of between 18 and 36sqm
10 free badges will be given to booth sizes above 36sqm

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. Each Exhibitor may apply for a maximum of 2 additional badges, MOP40.00 / USD5.00 per additional badge.

- b. Type II: Staff Badge
For security purposes, all working staff should wear the working badge. The Organizer holds the right to check the identity of the badge-holder.
- c. Type III: Contractor Badge
It is decided specifically for Non-Official stand contractor during the booth installing and dismantling. All badges are strictly non-transferable. The security guards and the Organizer'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 6A and Form 6B, which can also be downloaded from the official website.

2.8 Booth Design & Construction

- a. All booth construction and decoration must be in accordance with all applicable legal law of Macao SAR and terms and regulations from the Organizer and Official Stand Contractor. Otherwise, the Organizer reserves the right to terminate the construction. Exhibitors and their contractors should bear any expenses incurred thereafter. All Non-Official stand contractors must register and obtain the authorized badges at the official stand contractor's counter before entering the exhibition hall.
- b. 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 Organizer 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 6A "Contractor Declaration Form (For Raw Space Booth Use Only)", for declaration of their contractors. While contractors have to fill Form 6B "Non-Official Stand Contractor Badges" to apply for badges (Please refer to Form 6B for details). When contractors apply for the contractor badges, they need to fill out the Form 6B "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 Organizer will not accept application with inconsistent information.
- c. Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors should submit their request of maintenance and restructure to the Organizer for approval. During Exhibition, the above work can only be performed during closing hours by Official Stand Contractor.
- d. 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.
- e. All booth decorations, fittings or exhibits with a height over 3.9 meters should be reported to the Official stand contractor for approval before construction can begin.

2.9 Freight Forwarding

- a. 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.
- b. The Freight Forwarder is entrusted by the Exhibitor for freight/ exhibits transportation. The Organizer will not bear any responsibility on this.
- c. Exhibitors should make self-arrangement for receipt and storage of their exhibits, products or booth materials.
- d. Exhibitors shall ensure all freight workers who assist in moving goods during the move-in or move-out period are legal workers of Macao SAR. And the application for the "Temporary Worker" badge is needed as required by the Organizer.
- e. After 15:00 of the last Exhibition day 11 December 2022, the Organizer will issue a "Move-out Permit". The Exhibitor should appoint representative to collect the Permit.
- f. Exhibitors must not remove any of their exhibits outside the Venue until



- c. 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。
- d. 倘佈展或撤場期間，參展商需要貨運工人協助將貨物搬進或撤離會場，參展商需確保所聘用之貨運工人為澳門合法工人，並按照要求向大會申請《臨時貨運工作證》。
- e. 展會最後一日即 2022 年 12 月 11 日下午三時後，大會將向各參展商發放展品離場許可證，請各展位派員簽收。
- f. 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，必須經主辦單位特許批准，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。
- g. 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，如叉車或腳車。其他的貨運服務商均不允許在展館內工作。

2.10 廢棄物處理

- a. 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。
- b. 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。
- c. 大會將於展品進場及展會期間每日派員工清潔會場，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，於早晚來回大會指定酒店及指定地點。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，參展商或其承建商必須遵守職業安全及健康條例：

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

the Exhibition is officially closed, or unless otherwise permitted by the Organizer. Stand-by security guards will have the right to check and collect the "Move-out Permit" before exhibitors can remove exhibits or leave the venue.

- g. 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. This regulation is strictly enforced by the hall owner.

2.10 Cleaning & Waste Disposal

- a. 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 to be cleared up by the Organizer will be at the expense of the exhibitor(s) concerned. Exhibitors must clear away their empty boxes and crates daily before the Exhibition's opening hours.
- b. The non-Official stand 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.
- c. The Organizer will provide general cleaning services for the Exhibition. For security reason, cleaners will not be allowed to enter the booths for cleaning. Exhibitors may leave small bits of rubbish outside the booth after exhibition's opening hours, for the cleaners to collect.

2.11 Shuttle Bus

Shuttle bus service will be available between destinations designated by the Organizer and Official Hotels from the morning to the evening. The bus schedule will be released at official website.

2.12 Occupational Safety and Health Ordinance

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

- a. Make sure the workplace is safe and healthy.
- b. Provide and maintain safety working equipment and procedures.
- c. Appoint a safety supervisor for on-site supervising of installation and dismantling works.
- d. 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.

3. TERMS & CONDITIONS

3.1 Usage of Booths

- a. Exhibitors cannot transfer, sub-let or allow usage by any third party. Meanwhile, only Exhibitors' staffs are allowed to work inside the booths. The Organizer reserves the right to immediately terminate an offender's right to participate in the Fair without prior notice. The Organizer 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, it will affect the exhibitor's participation in future exhibition activities held by the organizer.
- 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 Organizer 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 are not allowed to occupy, to display, to sell or to distribute



(三) 參展守則

3.1 展位使用

- 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。大會可毋須通知而即時終止違規者的參展權。同時大會將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，並將影響相關參展商日後參與由大會舉辦活動的資格。
- 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。
- 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。
- 展覽會禁止進行銷售活動，大會特別批准除外。
- 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。
- 參展商須自行將本身的包裝箱儲存於適當的地方。
- 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。
- 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。
- 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。
- 參展商必須確保於整個展會期間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駐場秘書處聯絡)。
- 展會結束前，不得拆卸展位或撤展。
- 參展商不得在會場內使用任何性質的易燃液体/物料或本地法例禁止使用的裝飾材料。
- 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)，若參展商欲展示此類展品，必須事先得到大會之書面同意。
- 參展商在任何情況下都不可使用壓縮氣體所填充之氣球。
- 參展商一律不得於展覽場地內進行公開拍賣。

any promotion flyers outside the booth area assigned to them. They are also required to keep the venue clean and pay attention to fire safety.

- Sales of exhibits during the exhibition are strictly prohibited unless approved by Organizer.
- If the activities arranged by the Exhibitors (autograph, auctions, lucky draws, 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 Organizer 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 Organizer.
- Exhibitors must ensure that their packaging boxes are stored in appropriate places.
- Exhibitors are not allowed to provide/conduct any activities with gambling element.
- Exhibitors are not allowed to provide/conduct any activities, which may be considered as animal abuse. (Eg. Goldfish Scooping)
- The audio/visual equipment of the exhibitors must not generate any noise which causes any nuisance or inconvenience to other exhibitors or visitors. The Organizer 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 Organizer is ignored.
- Exhibitors 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 Organizer reserves the right to temporarily seal the booth. Early removal of exhibits is not allowed. (For special assistance, Exhibitors can contact the On-Site Secretariat.)
- No dismantling or moving out of exhibits from the exhibition before the official closing will be allowed.
- Exhibitors should not use any inflammable liquid / materials or any illegal decorative materials in the Exhibition area.
- 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 danger (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 Organizer before displaying this kind of exhibits.
- Gas-filled balloons shall not be permitted under any circumstances.
- Public auctions shall not be permitted under any circumstances.
- Exhibitors will be acknowledged as on our official website if the following conditions are fulfilled:
 - Arrange at least one representative at the booth throughout the 3 days of exhibition at all times. Staff from Event Manager and Floor Management will conduct checking twice per day during the MFE. Eligible exhibitors shall have staff maintaining their booth at least 4 times out of the 6 checks.
 - No early move-out activities (such as packing exhibits or tearing off display materials) before the official end time (17:00 on 20 August 2022).

3.2 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.
- To safeguard the safety of visitors and benefits of other exhibitors, the Organizer has the right of terminating any pre-approved events, with regard to the necessity of the situation of the venue.

3.3 Security and Insurance

- The Organizer undertakes no financial or legal responsibility for any type of lost, damage, 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



- p. 參展商只需滿足以下兩項即可獲主辦單位於大會網站內表揚：

- 於展覽期間最少有一名代表駐守展位，大會人員將於為期三天之展覽期內每天兩次不定時巡查（共六次），參展商於巡查期間最少四次有員工駐守其展位
- 不提早撤展，包括於大會撤展時間（2022年12月11日下午5時）前不得提早收拾展品及撕去宣傳海報等

3.2 參展商宣傳活動

- a. 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。
- b. 為了保障參觀人士的安全及不阻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。

3.3 保安及保險

- a. 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。主辦單位及承辦單位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。
- b. 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。
- c. 展品入場及離場時間，參展商須特別注意展品的安全。如有需要，參展商可個別聘請保安員同行。
- d. 請確保所有陳列櫃均上鎖及避免擺放現金及貴重物品。
- e. 於展位內須有足夠職員負責看守展品。
- f. 如發現任何可疑人物，請立即通知大會或場館內之保安。
- g. 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。

3.4 商業及個人操守

- a. 參展商嚴禁在會場內售賣（大會許可除外）、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的行為。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，交由海關或有關政府部門處理，並將影響相關參展商日後參與由大會舉辦活動的資格。
- b. 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。
- c. 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，大會有權要求參展商即時終止有關活動，並交由警方處理。

those who visit the booths.

- b. 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.
- c. All exhibitors must take utmost care of their exhibits and belongings during the move-in and move-out period. If required, the exhibitors may hire their own security guards.
- d. Exhibitors should lock the lockable cupboard in the booth. Cash or important items are not recommended to be left in the cupboard.
- e. Exhibitors should have sufficient staff to look after their exhibits and belongings.
- f. If you notice any suspicious personnel, please inform the Organizer or security guards immediately.
- g. If the exhibits are of high value, before entering the venue, the exhibitor must undertake their own insurance and inform the Organizer.

3.4 Business Trading and Individual Principles

- a. Exhibitors are prohibited from selling (unless approved by Organizer), 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 termination of the right to use the booth and reporting to the Customs and Excise Department or corresponding governmental agencies. It will affect the exhibitor's participation in future exhibition activities held by the organizer.
- b. Any sale of obscene, infringing, low quality, counterfeit or faulty products is prohibited and the Organizer reserves the right to ban any demonstrations, sales or dispatch of these exhibits, products or promotional items.
- c. No products of indecency, coarse features can be sold nor can any commercial actions against any Macao SAR laws can be taken. The Organizer reserves the right to cease the activities and report to the police.
- d. Exhibitors are expected to conduct themselves in a disciplined manner. Activities, which may cause disturbance to other exhibitors or visitors like distributing questionnaires or harassing visitors, are not allowed.
- e. Exhibitor is responsible for the conduct of the company and its staff. Exhibitors and their staff are prohibited from entering other exhibitors' booths unless being invited or authorized.
- f. Once the Exhibitor's behavior is found and proved to have any damage to the reputations of China, Macao SAR, the exhibition, the Organizer and/or any other organizations, the Organizer reserves the right to cancel the Exhibitor's qualification. It includes product safety, respect for intellectual property rights, labor rights, environmental and other laws.
- g. Exhibitors must not take any action that will jeopardize the image and reputation of "Macao International Environmental Co-operation Forum & Exhibition". The Organizer has the right to terminate the corresponding action, and to claim for losses and legal responsibilities incurred by Exhibitors.

3.5 Admission

The Organizer reserves the right to refuse admission of any visitors, exhibitors or their agents who are at the absolute discretion of the Organizer regarded as unfit, intoxicated or in anyway likely to create disturbance or discomfort to the exhibition or other exhibitors or visitors.

3.6 Propaganda & Posters

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

4. OTHERS



- d. 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。
- e. 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。
- f. 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。
- g. 參展商不得作出任何有損「澳門國際環保合作發展論壇及展覽」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。
- h. 參展商的言論及行為必須符合澳門特別行政區現行的法律法規，大會一概不會對有關參展商的違法行為負責，參展商須自行承擔因違法或違規所引起的一切賠償及損失。

3.5 進場限制

任何參展商或其代理、參觀人士，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，大會有權禁止其進入會場。

3.6 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。

(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：

- a. 如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。
- b. 如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。
- c. 倘若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，會場將會關閉一天。

4.2 免責條款

- a. 倘參展商違反大會「參展商條款及規則」的任何部份，一經被取消參展資格，所繳交的參展費用/其他費用/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。
- b. 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、新型冠狀病毒）、恐怖襲擊、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。
- c. 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。不論於運輸途中或於會場，大會一概不會對參展商及其展品及財物之安全負責。

4.1 Bad Weather & Typhoons

The special arrangement during the time of contract for move-in & move-out:

- a. If a Typhoon Signal No. 8 or Black Rain Storm Signal is hoisted before 0830hr, exhibition venue will be temporarily closed.
- b. If a Typhoon Signal or Rain Storm is lowered or cancelled before 1300hr, exhibition venue will be reopened in 2 hours.
- c. If a Typhoon Signal or Rain Storm is lowered or cancelled after 1300hr, exhibition venue will be closed for the day.

4.2 Exclusion of Liability

- a. Exhibitors in violation of any part of "Terms and Conditions for Exhibitors", 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 Organizer. Any derived costs and losses due to violation of rules shall be borne by Exhibitors.
- b. Any natural disaster, war, health concerns (such as the outbreak of Severe Acute Respiratory Syndrome, COVID-19), 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 Organizers and management agencies will not be regarded as a negligence of the Organizer, contractors or their employees.
- c. The Organizer is not liable for any of its decision/action that in any way whatsoever causing the exhibitor any loss or damages. The exhibitors are responsible for the safeguarding of their belongings, properties, exhibits in due course whether during transportation or in the venue.
- d. The Organizer shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during or as a result of the Exhibition.
- e. The Organizer reserves the right to exercise a general lien over any property the exhibitor has in the exhibition venue in a respect of all monies due to the Organizer (including claims for the damages) in connection with the Exhibition.
- f. The Exhibitor must ensure that the goods brought in the exhibition will not cause any complaint or legal proceeding. If so, the Exhibitor must be responsible for all indemnifications, compensations or any expenses incurred due to lawsuit.
- g. Confidentiality of Personal Information: All personal information disclosed by the exhibitor upon application is limited to the use of the "Macao International Environmental Co-operation Forum & Exhibition" only. For enquiries, please contact the Organizer.
- h. Exhibitor in violation of any part of current laws and regulations of Macao SAR, the Organizer will not liable for any of its words and behavior. Any derived costs and losses due to violation of laws and regulations of Macao SAR shall be borne by Exhibitors.

4.3 Intellectual Property

- a. 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 termination of the right to use the booth and reporting to the Customs and Excise Department or corresponding governmental agencies. It will affect the exhibitor's participation in future exhibition activities held by the organizer.
- b. 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



- d. 參展商於展會期內或期後進行的商業，交易及一切引致的後果，大會一概毋須負責。
- e. 大會有權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。
- f. 參展商須保證其參展的展品不會引起任何投訴或訴訟。如有發生，參展商須自行負責一切賠償或訴訟所引致的一切損失。
- g. 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「澳門國際環保合作發展論壇及展覽」使用。如有查詢，可與大會聯絡。

4.3 知識產權

- a. 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的行為。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，大會將有權終止其展位使用權，交由海關或有關政府部門處理，並將影響相關參展商日後參與由大會舉辦活動的資格。
- b. 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 預防流行疾病或傳染病

- a. 大會如認為情況需要時，所有參展商、參觀人士及工作人員需進行體溫測量、配戴口罩、出示綠色澳門健康碼及陰性核酸檢測證明後方可進場。
- b. 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佩戴口罩方可進入展館。
- c. 更多防疫資訊，可瀏覽澳門特別行政區政府新型冠狀病毒感染應變協調中心抗疫專頁：
<https://www.ssm.gov.mo/apps1/PreventCOVID-19/ch.aspx#clg17458>

4.5 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）。違法者可被罰款最高澳門元1,500.00。有關條例資料及詳情，請致電查詢熱線+853 2855 6789或瀏覽衛生局一煙草控制資訊網頁
<http://www.ssm.gov.mo/News/smokefree/ch/main.aspx>

4.6 其他

- a. 參展商不得做出任何有損大會形象及聲譽的行為。
- b. 參展商如在展位內播放音樂（包括示範音樂或背景音樂），參展商須取得相關的版權許可。
- c. 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。
- d. 大會在毋須任何解釋的情況下，保留取消參展商的參展資格與調動展位位置的權利。
- e. 大會有權對其認為不適當的行為進行制止或處置，亦可要求參展商離場，並保留對本守則的解釋權。
- f. 參展商如有違反大會所定的守則，一經被取消參展資格，所繳交之參展費用及按金將不獲發還。

- a. The Organizer may require all exhibitors, visitors and staff have to wear masks, undergo a body temperature measurement, present green Macao health code and “negative” result certificate for COVID-19 nucleic acid testing before entering the venue, if the situation is deemed to be necessary.
- b. The Organizer may provide face masks and disinfectant hand sanitizers where necessary. The Organizer may require all Exhibitors, visitors and staff to wear face masks before entering into the Venue, if the situation is deemed to be necessary.
- c. For more information on epidemic prevention, please visit the Special Webpage Against Epidemics of the Novel Coronavirus Response and Coordination Centre of the Macao SAR Government:
<https://www.ssm.gov.mo/apps1/PreventCOVID-19/en.aspx#clg17458>

4.5 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 1 January 2018. The new tobacco control law stipulates the prohibition of smoking (including tobaccos and e-cigarettes) in all indoor and outdoor spaces (with the exception of the designated smoking areas). Offenders are liable to a maximum fine of MOP1,500.00. For details about the above-mentioned Law, please dial the hotline: +853 2855 6789 or visit the following website :
<http://www.ssm.gov.mo/News/smokefree/en/main.aspx>

4.6 Others

- a. Exhibitors should not engage in any activities that will violate the image of the exhibition.
- b. If exhibitors need to play any music or demonstration requiring music, the exhibitor would be liable for obtaining the relevant copyright licenses of the broadcast music.
- c. The Organizer has the right to change and re-arrange any floor plan and layout whilst exhibitors cannot redeem any indemnity.
- d. Under no circumstances will the Organizer be required to explain the change of exhibitor booth and cancellation of exhibitor qualification.
- e. The Organizer reserves the right to stop or deal with any conduct that it considers as inappropriate. Under this circumstance, the Organizer may request the offending Exhibitor to leave the venue. The Organizer reserves the right of interpretation of this Exhibitor's Manual.
- f. If any exhibitor violates any rules and regulations, the Organizer has the sole right to ban the exhibitor without refunding any Exhibition fee and deposits involved.
- g. The Organizer will record and issue warning to any enterprises for infringement of Terms and Conditions for Exhibitors. It will affect the exhibitor's participation in future exhibition activities held by the organizer.
- h. The Organizer will record and issue warning to any enterprises for exhibits (including give-away) / services non-complying with declared exhibit content and branding. The Organizer reserves its right to cancel the eligibility of such exhibitor, any paid exhibition fee will not be refunded.
- i. All rules and regulations are based on the Chinese version; English is used as a reference only.

5. BOOTH DESIGN & FACILITIES

5.1 Standard Booth

- a. Unless requested by the Exhibitor, the panel(s) between two or more consecutive booths of the same Exhibitor will be removed.
- b. No nails are allowed on the exhibition panel walls, or a penalty for each damaged wall will be charged to the Exhibitor.
- c. All electrical fitting (including lighting) should be approved by the Official Contractor and only certified electrical devices can be used. Please refer to Form 1, 3 and 4 if extra furniture / electrical supplies, or any special request are required.
- d. The Organizer reserves the right to install power switches and fuse boxes inside an appropriate place in the booth(s).



- g. 大會對不遵守參展商條款/違規之企業將進行記錄及警告。並將影響相關參展商日後參與由大會舉辦活動的資格。
- h. 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。
- i. 參展商手冊內之所有條文以中文為準,英文只為參考之用。

(五) 展位設施及設計限制

5.1 標準展位

- a. 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。
- b. 展位圍板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。
- c. 參展商裝設的電器設備(包括照明裝置)須經大會總承建商批核。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,請參閱本手冊表格一、三和四。
- d. 大會有權將開關制及過載保護分線箱放於展位內的適當位置。
- e. 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為棄置物品,主辦單位有權向參展商收取所須的清理費用。

5.2 光地展位

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商代為設計及搭建,請於 2022年11月1日 或之前將展位設計圖則(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,請致電大會總承建商。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. 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 2022年11月1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。

c. 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商申請,並必須獲得大會總承建商書面批准方可施工。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本澳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 2022年11月25日 或之前交予大會總承建商存閱。倘若

- e. 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 Organizers. Any exhibits or booth material left behind at the Exhibition Venue shall be deemed abandoned. Exhibitors are responsible for the expense of the disposal of the items.

5.2 Raw Space Booth

For this option of participation, Exhibitors will be assigned with raw space area for exhibition. Exhibitors are responsible for design and construction of their own exhibition booths, with compliance to rules and regulations, and any other regulation set by the Organizer before or during the 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 on or before 1 November 2022. 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 Organizer 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. Electricity Supply

All the electricity installation should be completed by licensed electrician. The electrical installation drawing should be submitted to the Official Stand Contractor for approval on or before 1 November 2022. Electricity will be supplied upon passing the check from the Official Stand Contractor.

c. 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 "Safety Certificate" 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 25 November 2022. If this rule is not observed, the Official stand contractor reserves the right to prohibit access to the booth, or stop electricity to the booth.

d. Fire Precaution

All materials and fittings used or displayed in the booth must be fire-proof and be in accordance with all applicable fire prevention and building regulations of 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 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).

e. Insurance

Exhibitors or their contractors are responsible for taking out adequate and comprehensive insurance as requested by the Organizer. 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.

f. Refundable Site Work and Waste Disposal Deposit

All Exhibitors or their contractors are required to lodge a "Site Work and



不遵守此規定，大會總承建商將有權禁止所有人士進入該展位或終止該展位的供電。

d. 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）

e. 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。

f. 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於2022年11月25日或之前向大會繳交「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，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。

g. 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。

h. 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。參展商需填寫本手冊內之表格A「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本手冊內之表格B「承建商工作證」申請工作證（詳細資料，請參考表格B）。辦理證件時除填寫本手冊內之表格B「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。
- b. 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。

Waste Disposal Deposit” of MOP200.00/m² (minimum levy of MOP5,000.00) on or before 25 November 2022 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 Contractor and sign on the corresponding documents in accordance with the actual environment status, to complete the whole dismantling procedure. Any remaining rubbish requiring clean ups by the Organizer 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 Organizer's view, clear from damages to the exhibition hall and/or of any rubbish.

g. Booth's Partitions

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

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

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 Organizer 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 6A “Contractor Declaration Form (For Raw Space Booth Use Only)”, for declaration of their contractors. While contractors have to fill out the Form 6B “Non-Official Stand Contractor Badges” to apply for badges (Please refer to Form 6B for details). When contractors apply for the contractor badges, they need to fill out the Form 6B “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 Organizer 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).

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 Organizer 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”.

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 Organizer. The standard level of power supply is:
Single phase 220volt (v) 50 Hertz (Hz)
Triple phase 380volt (v) 50 Hertz (Hz)
Power supply will be turned off in 30 minutes after daily closing hours.
- 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 Organizer 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.(vg., freezers and refrigerators).(Form 4)
- e. If Exhibitors violated the rules and regulations for the use of electricity,



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

- 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。
- 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。
- 每個電插座只能供一種電器使用，切勿使用電拖把。
- 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) (表格四)
- 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。
- 24 小時電力供應必須預先向大會總承建商申請。
- 非大會總承建商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商申請臨時電力供應，如有任何疑問，請聯絡大會總承建商。
- 參展商不可使用超過項目上已標明總電量。

(六) 訪澳旅客須知

6.1 地理位置

澳門位於中國東南沿海的珠江三角洲，與東北偏東的香港相約六十公里。澳門地區由澳門半島、氹仔和路環兩個離島組成。總面積共 32.9 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。經澳門半島最北面的關閘可到達中國的珠海市；經位於路氹城的蓮花大橋可達到珠海的橫琴島。

6.2 人口及語言

目前，澳門人口有 68.31 萬，其中大部分居民住在澳門半島，兩個離島人口較少。澳門居民以華人為主，佔總人口的 96%，葡國人及其他外國人只佔 4% 左右。
中文和葡文是現行官方語言。居民日常溝通普遍為廣東話。英語通常用於貿易、旅遊業和商務。

6.3 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。

6.4 簽證

以下國家地區可享免簽證待遇：持有奧地利、比利時、保加

whose booths' electric power supply have been interrupted by the Organizer, Exhibitors have to pay administration charges to the Organizer for corresponding re-connection of the power supply, with additional charges for applying for extra power connection. The Organizer will complete the re-connection within 24 hours.

- If required, the exhibitors can apply in advance for 24 hours power supply from the Official stand contractor.
- Exhibitors should apply in advance for temporary power supply if the non-official stand contractor requires power supply during installation and dismantling periods. If there is any enquiry, please contact the Official Stand Contractor.
- Total power consumption of exhibitors shall not exceed the current specified.

6. TRAVEL INFORMATION

6.1 Geographic Location

The Macao Special Administrative Region is located in the Guangdong province, on the western bank of the Pearl River Delta. It is southeast of Guangzhou and 60km southwest of Hong Kong. It has an area of 32.9 sq. km, comprised of the Macao Peninsula, the islands of Taipa and Coloane. Three bridges connect Macao to the islands. Macao is connected to Mainland China through the Border Gate (Portas do Cerco) to Zhuhai city, and the COTAI Frontier Post at the Lotus Bridge to the Hengqin Island.

6.2 Population and Languages

The total population is around 683,100 residents. About 96% are ethnic Chinese. The remaining 4% includes Portuguese, Europeans and other nationals. Chinese and Portuguese are the official languages, Cantonese is spoken widely. English is generally used in trade, tourism and commerce.

6.3 Political Background

Macao is a Special Administrative Region of the People's Republic of China since 20th December 1999. Under the principles of 'One Country, 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 an independent tax zone.

6.4 Visa

Visitors from the following Countries do not require a visa:
Austria, Belgium, Bulgaria, Czech, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Albania, Andorra, Bosnia and Herzegovina, Brazil, Cape Verde, Croatia, Dominica, Egypt, Grenada, Japan, Kingdom of Morocco, Korea (Republic of), Macedonia, Mali, Mauritius, Mexico, Moldova, Mongolia, Montenegro, Republic of Armenia, Serbia, Tanzania, Uruguay for a stay up to 90 days; Australia, Canada, Chile, India, Indonesia, Kiribati, Malaysia, Monaco, Namibia, Philippines, Republic of Belarus, Republic of Ecuador, Russia, Samoa, San Marino, Seychelles, Singapore, South Africa, Thailand, Turkey, U.S.A. for a stay up to 30 days; Cyprus, Israel, Lebanon, New Zealand for a stay up to 3 months; Nationals of Brunei for a stay up to 14 days; Nationals of China with valid Macao entry / depart documents, including residents of Mainland China, Hong Kong, Taiwan and overseas Chinese for a stay of up to 30 days; The "Hong Kong Identity Card", "Hong Kong Permanent Identity Card" or "Hong Kong Reentry Permit" holders may stay in Macao for a maximum period of one year. Holders of Diplomatic Passport or "Laissez Passer" issued by the United Nations, Holders of Consulate / Diplomatic documents issued by the Macao SAR or Hong Kong SAR. Visas can be obtained from the Immigration Office through Embassies / Consulates of the PRC and should be used within the validity; the visa is expired after the valid date. Visas are also available upon arrival in Macao at the Immigration Office for a period of 30 days.



利亞、捷克、丹麥、愛沙尼亞、芬蘭、法國、德國、希臘、匈牙利、冰島、愛爾蘭、意大利、拉脫維亞、列支敦士登、立陶宛、盧森堡、馬爾他、荷蘭、挪威、波蘭、葡萄牙、羅馬尼亞、斯洛伐克、斯洛文尼亞、西班牙、瑞典、瑞士阿爾巴尼亞、安道爾、波斯尼亞和黑塞哥維那、巴西、佛得角、克羅地亞、多米尼克、埃及、格林納達、日本、馬其頓、馬里、毛里求斯、墨西哥、摩爾多瓦、蒙古、黑山、塞爾維亞、南韓、坦桑尼亞、摩洛哥王國、烏拉圭、亞美尼亞共和國護照人士可逗留不超過 90 天；持有澳大利亞、加拿大、智利、印度、印度尼西亞、基里巴斯、馬來西亞、摩納哥、納米比亞、菲律賓、白俄羅斯共和國、厄瓜多爾共和國、俄羅斯、薩摩亞、聖馬力諾、塞舌爾、新加坡、南非、泰國、土耳其、美國護照人士可逗留不超過 30 天；持有塞浦路斯、以色列、黎巴嫩、新西蘭護照人士可逗留不超過 3 個月；持有汶萊護照人士可逗留不超過 14 天；持有英國護照之英國公民可逗留最多 6 個月；持有葡萄牙當局所發旅遊證件之非葡籍人士；持有有效進出澳門證件之中國籍人士，包括內地居民、香港居民、臺灣同胞及海外華僑可逗留不超過 30 天；持有“香港身份證”“香港永久性居民身份證”或“回港證”的人士，在澳門逗留最長可達一年；持有外交護照或聯合國簽發之“Laissez Passer”護照之人士；持有澳門或香港特別行政區政府簽發之外交及領事人員證件之人士，（入境簽證可透過中華人民共和國駐外使領館向治安警察局出入境事務廳申請，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。簽證也可在抵達澳門時在辦理，逗留期通常不超過 30 天）。

以上資料僅供參考，如有任何更新及修訂，恕不另行通知。所有資訊均以治安警察局網站公佈為準，詳情請到以下網站瀏覽：www.fsm.gov.mo

國內辦理簽證手續：

1. 參展商需要辦理來澳證件，大會可發出邀請函。
2. 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。
3. 參展商可透過中國國際旅行社辦理，詳情可向中國旅行社查詢。

*更多旅遊資訊，請瀏覽網站 www.macaotourism.gov.mo

The above information is for reference only, it will be updated without prior notice. All information are subject to change from time to time in accordance with announcement of Public Security Police Force website, for further details please visit the http://www.fsm.gov.mo/psp/eng/EDoN.html#EDoN_VII

Visa procedures for nationalities of P.R. China:

1. The Organizer can send out invitations for the application of travel documents to Macao.
2. With the invitation, Exhibitors can apply Macao entry / departure documents through local office of foreign affairs.
3. Exhibitors can also apply through China Travel Service (CTS).

* For more travel information, please visit www.macaotourism.gov.mo