



<b>表格二</b> <b>Form ( 2 )</b>	<b>光地參展商</b> <b>Raw Space Exhibitors</b>	<b>請電郵或傳真回 Please return to:</b> <b>廣告天地有限公司</b> <b>Creation Advertising Co., Ltd.</b> 地址:澳門士多紐拜斯大馬路 63B - 65 A 地下 Address: Av. Sidónio Pais No.63B-65A R/C, Macau 電話 Tel: +853-2897 6198 / +853-2897 6199 傳真 Fax: +853-2897 6197 電郵 Email: salestc@creation.com.mo
<b>截止日期</b> <b>Deadline</b> <b>23 / 02 / 2024</b>		

公司/機構名稱 Company/Organisation Name:	展位號碼 Booth No.:
電郵 Email:	聯絡人 Contact Person:
電話 Tel:	傳真 Fax:

**光地參展商須知 REMARKS FOR RAW SPACE EXHIBITORS:**

- 參展商自行設計及承建展位，並須遵守參展商手冊規則以及主辦單位在展出前或舉行期間的其他規定。  
The Exhibitors have to design and construct their own booths and adhere to the Rules & Regulations along with any other conditions, which the Organiser may specify before or during the exhibition.
- 特裝參展商倘需聘請非大會總承建商代為設計及搭建，請於 **2024年2月23日** 或之前將展位設計圖則以電郵形式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、電訊線路接口(如需要申請)、電力裝置及視聽器材等資料。所有圖則必須於右下方標明承建商的名稱。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。

If an exhibitor appoints their own contractor for any design and contracting work, the original plans and design proposals must be submitted to the Official Stand Contractor via email for approval on or before **23 February 2024**. 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 and telecommunication interface, etc. The name of the Contractor should be indicated on the lower-right corner of all the proposals. If there are any questions to the height limit of the booth, please contact the Official Stand Contractor. The Organiser reserves the right to withhold granting approval to the drawings or require amendments or variations of the proposals. The safety of the booth structure (including at the times of construction, exhibition and dismantling) shall be borne by exhibitors and their contractors.

- 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 **2024年2月23日** 或之前交至大會總承建商審批。所有圖則必須於右下方標明承建商的名稱。安裝完畢後必須前往場地管理中心索取及填妥呈交“申請開始供電/供水表格”、“電器裝置測試報告”，經測試合格，方可供電。

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 **23 February 2024**. The name of the Contractor should be indicated on the lower-right corner of all the drawings. Electricity will be supplied upon passing the check from the Official Stand Contractor and submitting “Service Energization Application” and “Electrical Work Testing Report”

- 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澳門註冊土木工程師簽發之安全報告計算書，並必須將有關證明書於 **2024年3月15日** 前交予大會總承建商存閱。倘若不遵守此規定，大會總承建商有權禁止所有人士進入該展位或終止該展位的供電。

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 civil engineer/ surveyor in Macao. Exhibitors will have to submit this certificate to the Official stand contractor for approval on or before **15 March 2024**. If this rule is not observed, the Official stand contractor reserves the right to prohibit access to the booth.



6. 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合符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）  
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).
7. 參展商或其承辦商須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。  
Exhibitors or their contractors are responsible for taking out adequate and comprehensive insurance. 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.
8. 為確保所有光地自建展位的參展商及其承建商能按大會之規定，合法及安全地搭建、拆卸光地展位、撤離廢棄物；以及加強工程進行時的管理及執行，參展商或其承建商必須向大會繳交「工程施工及清理廢物按金」。所有租用光地展位的參展商或其承建商，須於 **2024年3月15日** 或之前繳交澳門元 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，把展位物料及廢物清理妥當並撤離展館後（包括清理乾淨展位內的地毯膠漬等），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。工程施工及清理廢物按金之支票抬頭祈付“廣告天地有限公司”。  
All Exhibitors or their contractors are required to lodge a “Site Work and Waste Disposal Deposit” of MOP\$200.00/m<sup>2</sup> (minimum levy of MOP\$5,000.00) on or before **15 March 2024** 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 in legal and safe condition. After the dismantling of booths and removal of all the rubbish from the venue, including carpet adhesive glue stains in the raw space, 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 Organiser will be at the expense of the Exhibitor(s) and their contractors concerned or deducted directly from the deposit. The deposit will be refunded to the Exhibitors within 45 days, provided their exhibition sites are, in the Organiser's view, clear from damages to the exhibition hall and/or of any rubbish. The deposit is to be made payable to “**Creation Advertising Co., Ltd.**”.
9. 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，主辦機構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參展商手冊附件一《工程施工及清理廢物按金扣款制》表。  
In circumstance that Contractors fail to comply with the conditions specified in the “Deduction of Site Work and Waste Disposal Deposit”, the Organiser and the Official Contractor may deduct the specified amount/percentage of the site work deposit as specified. Please refer to appendix 1 of the exhibitor manual for the full version of the conditions of the “Deduction of Site Work and Waste Disposal Deposit”.
10. 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。  
Exhibitors should decorate their booth's partitions facing onto their own booth area, aisle and adjacent booths. All surfaces on booth's partition must be finished to an acceptable standard on all surfaces.
11. 展場內嚴禁噴漆、燒焊及使用電鋸。  
Paint spraying, welding and the use of electrical saw are strictly prohibited inside the exhibition hall.

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12. 參展商如須租用額外設施及服務(如電力裝置)，請填寫額外租用申請表格四、五、七及八並傳真至：  
+853-2897 6197 或電郵至：salestc@creation.com.mo

Any exhibitor requiring additional facilities and services (such as electrical fitting) should complete the additional order form 4, 5, 7, 8 and return by fax to : +853-2897 6197 or by Email to : sales@creation.com.mo

## 非大會總承建商聯絡資料 Non Official Stand Contractor Information:

非大會總承建商名稱 Non Official Stand Contractor:		
地址 Address:		
聯絡人 Contact Person:	電話 Tel:	傳真 Fax:
電郵 Email:		

### 大會總承建商-廣告天地有限公司

Official Stand Contractor – Creation Advertising Co., Ltd.

地址: 澳門士多紐拜斯大馬路 63B-65A 地下

Address: Av. Sidónio Pais N °63B-65A R/C,  
Macao

電話 Tel: +853-2897 6198

傳真 Fax: +853-2897 6197

電郵 Email: [salestc@creation.com.mo](mailto:salestc@creation.com.mo)

參展商簽名及蓋章 Exhibitor's Signature & Chop 日期 Date:
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