品牌無限延伸
商機一觸即發
Brand expansion continues
Business opportunities to be seized
Assemble world-renowned brands, trigger market expansion dynamic.
MFE, an ideal platform for new business investment, offers opportunities for business and trade co-operation.
目錄
(一) 資料簡介
1.1 展覽會名稱
1.2 地點
1.3 展覽會日期及開放時間
1.4 開幕典禮
1.5 展覽會性質
1.6 商業配對、專業推介洽談會及簽約中心
1.7 入場券
1.8 佈展及撤展時間表
1.9 展覽場地貨運限制
1.10 大會網站
1.11 展覽館平面圖

(二) 參展須知
2.1 定義
2.2 參展資格
2.3 參展付款方式
2.4 場地分配
2.5 參展商佈展及撤展守則
2.6 大會證件類別
2.7 展位搭建及佈置
2.8 展品進口
2.9 展品運輸
2.10 廢物處理

(三) 參展守則
3.1 展位使用
3.2 參展商宣傳活動
3.3 展會場內派發贈品及試食須知
3.4 保安及保險
3.5 商業及個人操守
3.6 進場限制
3.7 標語及海報
3.8 衛生、安全及防火管理

(四) 其他
4.1 惡劣天氣及颱風警告
4.2 免責條款
4.3 知識產權
4.4 預防流行性疾病或傳染病
4.5 其他

Índice
(1) General Information
1.1 Name of the Expo
1.2 Venue
1.3 Exhibition Period and Opening Hours
1.4 Opening Ceremony
1.5 Nature of the Expo
1.6 Business Matching Area, Seminars and Presentations Area, Protocol Signing Centre
1.7 Entry Tickets
1.8 Move-in and Move-out Schedule
1.9 Venue Loading Specification
1.10 Official Website
1.11 Exhibition Hall Floor Plan

(2) Exhibitors’ Information
2.1 Definition
2.2 Eligibility of Exhibitors
2.3 Payment
2.4 Venue Allocation
2.5 Move-in (Booth Installation & Decoration and Displays Move-in) and Move-out
2.6 Badges
2.7 Booth Design & Construction
2.8 Exhibits Imports Compliance
2.9 Freight Forwarding
2.10 Cleaning and Waste Disposal

(3) Terms and Conditions
3.1 Usage of Booths
3.2 Promotion Activities of Exhibitors
3.3 Guidelines for Free distribution of gifts and food tasting
3.4 Security and Insurance
3.5 Business Trading and Individual Principles
3.6 Admission
3.7 Propaganda and Posters
3.8 Requirements for Hygiene, Safety and Fire Management

(4) Others
4.1 Bad weather and typhoons
4.2 Disclaimer (Exclusion of Liability)
4.3 Intellectual Property
4.4 Prevention of Epidemic Diseases or Infectious Diseases
4.5 Others
目錄
(五) 展位設計及設施
  5.1 標準展位
  5.2 空地展位搭建
  5.3 總承建商
  5.4 電力供應

(六) 廣告、貨運、酒店、交通及其他服務

(七) 訪澳旅客須知
  7.1 地理位置
  7.2 人口及語言
  7.3 政治背景
  7.4 簽證

附加資料
  資料一 參展商申請表
  資料二 簽約項目申報表
  資料三 專業推介洽談會報名表
  資料四 商業配對洽談意向收集表
  資料五 電力裝置申請表
  資料六 供水/排水及壓縮空氣申請表
  資料七 傢具及雜項租賃表
  資料八 酒店預定表格
  資料九 展品裝運服務申請表
  資料十 參展商工作證及入場券申請表
  資料十一 承建商資料申請表
  資料十二 承建商工作證申請表
  資料十三 廣告申請表
  資料十四 傳媒工作證申請表
  資料十五 電訊項目申請表
  資料十六 展位欄板名稱申請表

Index
(5) Booth Design & Facilities
  5.1 Standard Booth
  5.2 Raw Space Booth
  5.3 General Contractors
  5.4 Electricity Supply

(6) Advertising, Freight, Hotels, Transportation and Other Services

(7) Visitors Information
  7.1 Geographic Location
  7.2 Population and Languages
  7.3 Political Background
  7.4 Visa

Additional Information
  1. Exhibitors’ Application Form
  2. Contracted Projects Application Form
  3. Seminars & Presentations Application Form
  4. Business Matching Intention Questionnaire
  5. Electrical Installation Application Form
  6. Water/Drainage and Compressed Air Application Form
    (For Shell Scheme Booth Use Only)
  7. Furniture and Miscellaneous Lease Form
  8. Hotel Registration Form
  9. Exhibits Freight Services Form
  10. Exhibitors’ Badges Form
  11. Contractor Declaration Form
  12. Non-Official Contractor Badge Application Form
    (For Raw Space Booth use only)
  13. Advertisements Application Form
  14. Media Badge Application Form
  15. Telecom Services Application Form
  16. Fascia Board Application Form

Organisers :
Macao Trade and Investment Promotion Institute
Brazilian Franchise Association (ABF)
Association of Chain and Franchise Promotion, Taiwan
Macao International Brand Enterprise Commercial Association
Macao Chain Stores & Franchise Association
Licensing & Franchise Association of Hong Kong

Supporting Organisations :
China Chain Store & Franchise Association
International Franchise Association
Japan Franchise Association
目錄

協辦機構:
韓國特許經營協會
馬來西亞連鎖協會
菲律賓特許經營協會
泰國特許經營協會

承辦機構:
澳門廣告商會

項目經理:
盈傲製作有限公司
- 大會秘書處
- 大會新聞發佈會
- 大會物流服務
- 大會歡迎晚宴公關服務
- 大會交通接待服務
- 大會紀念品
- 大會宣傳品設計及印刷服務
- 大會網站設計製作、登記系統及大會入場登記管理
- 同業調查及會後分析報告
- 大會攝影及錄影服務
電話：+853 6213 9811 / 6213 9812
傳真：+853 2872 3332
電郵：sec@mfe.mo

大會搭建服務:
新澳門廣告設計有限公司
- 大會功能區設計、搭建及拆卸
- 大會標準展位設計及搭建
- 大會承辦單位時裝、門樓、洽談區及美食廣場設計及搭建
- 清場、垃圾處理工作
- 大會場館廣告位租用及搭建
電話：+853 2833 7076
傳真：+853 2833 7076
電郵：info@sanomoon.com

大會酒店服務:
愛都旅行社有限公司
- 講者及嘉賓酒店住宿服務
- 國內及海外專業人士及採購人士酒店住宿服務
- 參展商住宿服務
電話：+853 2871 0360
傳真：+853 2876 2114
電郵：estorl@macau.ctm.net

Index

Co-Organisers:
- Korea Franchise Association
- Malaysian Retailer-Chains Association
- Philippine Franchise Association
- Thai Franchise Association

Coordinator:
The Association of Advertising Agents of Macau

Event Manager:
Impecc Event Production Co. Ltd
- Secretariat
- Press Conferences
- Logistics Support
- Public Relations Support Services
- Transportation Support
- Souvenir Support
- Printing Support
- Official Website Design, Registration System and IT Support
- Questionnaire and Analysis Support
- Photo and Video Support
TEL：+853 6213 9811 / 6213 9812
FAX：+853 2872 3332
EMAIL：sec@mfe.mo

Construction Support:
Sanomoon Advertisement and Design Company Limited
- Exhibition Functional Area Design, Build and Dismantle
- Exhibition Standard Booth Design and Build
- Official general contractors services to assist in the set up of the exhibition area facilities, seminar area and food court area
- Cleansing and Garbage Duties Support
- Official On-site Advertising, Space Rental and Construction Support Services
TEL：+853 2833 7076
FAX：+853 2833 7076
EMAIL：info@sanomoon.com

Hotel Support:
Estoril Tours Travel Agency
- Speakers and Guest Accommodation Services
- Mainland and Overseas Professions and Merchants Accommodation Services
- Exhibitors Accommodation Services
TEL：+853 2871 0360
FAX：+853 2876 2114
EMAIL：estorl@macau.ctm.net
目錄
大會宣傳及推廣服務:
- 奧圖媒體有限公司
  - 提供戶外廣告
  - 提供本地、國內及海外媒體廣告
  電話: +853 2835 6881
  傳真: +853 2833 0419
  電郵: info@o2macau.com

聯絡資料:
澳門國際品牌連鎖加盟展2012秘書處
地址: 澳門美士生廣場263號中士大廈十九樓澳門商務促進中心
電話: +853 6213 9811 / 6213 9812
傳真: +853 2872 3332
電郵: sec@mfe.mo

Index
Advertising Services:
O2 Media LTD.
- Provide Outdoor Media Support Services
- Local, Mainland and Overseas Media Support Services
TEL: +853 2835 6881
FAX: +853 2833 0419
EMAIL: info@o2macau.com

Contact information:
Macao Franchise Expo 2012 Secretariat
Address: Macao Business Support Centre 19th Floor, Edif. China Civil, Plaza Alameda Dr Carlos d’Assumpcao No.263, Macau
TEL: +853 6213 9811 / 6213 9812
FAX: +853 2872 3332
EMAIL: sec@mfe.mo
目錄

參展商付款方式:
1. 支票
   抉著開：盈裕製作有限公司
   地址：澳門宋玉生廣廈263號中土大廈十九樓澳門商務
   促進中心澳門國際品牌連鎖加盟展2012秘書處

2. 現金
   可親臨澳門貿易投資促進局澳門國際品牌連鎖加盟展
   2012秘書處，以現金（澳門幣）支付方式繳付參展費用
   地址：澳門宋玉生廣廈263號中土大廈十九樓澳門商務
   促進中心澳門國際品牌連鎖加盟展2012秘書處

3. 銀行
   銀行名稱：中國銀行澳門分行，澳門
   帳戶：05-01-10-102903（澳門幣）
   戶名：盈裕製作有限公司
   銀行帳號：BKCHMOMX
   地址：澳門蘇亞利斯博士大馬路中國銀行大廈
   銀行電話：+853 2878 1828

(一) 資料簡介

1.1 展覽會名稱
澳門國際品牌連鎖加盟展2012

1.2 地點
澳門威尼斯人 度假村 酒店 金光會展™展館D

1.3 展覽會日期及開放時間
   展覽會日期：2012年7月6日至8日
   開放時間：
   2012年7月6日（星期五）11:00 - 20:00（商業觀眾）
   2012年7月7日（星期六）11:00 - 20:00（公眾開放）
   2012年7月8日（星期日）11:00 - 18:00（公眾開放）

1.4 開幕典禮
澳門威尼斯人 度假村 酒店 金光會展™

Index

Payment Methods:
1. Cheques
   Money orders should be made payable to
   “IMPECC COMPANHIA DE PRODUCAO LIMITADA”
   Address: Macao Business Support Centre Macao Franchise
   Expo 2012 Secretariat 19th floor, Edif. China Civil,
   Plaza Alameda Dr Carlos d’Assumpcao No.263,
   Macau

2. Cash
   Please come to Macao Trade and Investment Promotion
   Institute Macao Franchise Expo 2012 Secretariat to pay The
   Exhibitor Fee by cash (MOP).
   Address: Macao Business Support Centre Macao Franchise
   Expo 2012 Secretariat 19th floor, Edif. China Civil,
   Plaza Alameda Dr Carlos d’Assumpcao No.263,
   Macau

3. Remitted to
   Bank Name: BANK OF CHINA MACAO BRANCH, MACAO
   A/C No.: 05-01-10-102903 (MOP)
   A/C Name: IMPECC COMPANHIA DE PRODUCAO LIMITADA
   Swift Code: BKCHMOMX
   Address: BANK OF CHINA BUILDING AV. DOUTOR MARIO
   SOARES MACAO
   Bank’s Tel: +853 2878 1828

General Information

1.1 Name of the Expo
Macao Franchise Expo 2012 (2012MFE)

1.2 Venue
The Venetian Macao Resort Hotel CotaiExpo™ Hall D

1.3 Exhibition Period and Opening Hours
   Exhibition Period: 6th - 8th July, 2012
   Opening hours:
   6 July, 2012 (Friday) 11:00 - 20:00 (Trade Visitors)
   7 July, 2012 (Saturday) 11:00 - 20:00 (Public)
   8 July, 2012 (Monday) 11:00 - 18:00 (Public)

1.4 Opening Ceremony
The Venetian Macao Resort Hotel CotaiExpo™
1.5 Nature of the Expo
The Exhibition is belonging to the “Trade and Investment Fair”, and target at the Trade Visitors only, public selling shall not be permitted under any circumstances. (except the International SME Fair).
Exhibition: Exhibition franchising, chain stores and brand agency products, including food and beverage categories, retail, services, and education, etc., and for other auxiliary display (such as: financing, retail leasing, marketing, consultants, etc.)
Forum: Trade association leaders, corporate investors, senior management and experts as keynote speakers to share information on the form of lectures and introduce the brand’s strategy of franchising success story.
Business Matching: To assist exhibitors and participants to find partners, develop own market.
Promotional: The franchisors will promote their own brands.

1.6 Business Matching Area, Seminars and Presentations Area, Protocol Signing Center
In order to assist the exhibitors and visitors in their search for business partner, franchisee and agent, 2012MFE specially established the “Business Matching Area”, Seminars and Presentations Area providing free space and free “Business Matching Service” for all participating entrepreneurs to develop the business opportunities. Meanwhile, the “Protocol Signing Centre” is ready for hosting the signing ceremony of successful transaction and co-operation. On the other hand, “One-stop Service” for investing in Macao, legal advisory service, CEPA Advisory Service and related services and available for all participating entrepreneurs at the “Business Matching Area” during 2012MFE.

1.7 Entry Tickets
Free Distribution at the Venue main entrance.

1.8 Exhibition and Dismantling Schedule

<table>
<thead>
<tr>
<th>Official and Non – Official Contractor Installation</th>
<th>4th July</th>
<th>09:00 - 23:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official and Non – Official Contractor Installation</td>
<td>5th July</td>
<td>09:00 - 23:00</td>
</tr>
<tr>
<td>Exhibits Move-in</td>
<td>5th July</td>
<td>13:00 - 23:00</td>
</tr>
<tr>
<td>Exhibits Move-out</td>
<td>8th July</td>
<td>18:00 - 23:00</td>
</tr>
<tr>
<td>Official and Non – Official Contractor Dismantlement</td>
<td>8th July</td>
<td>18:00 - 23:00</td>
</tr>
<tr>
<td>Official and Non – Official Contractor Dismantlement</td>
<td>9th July</td>
<td>09:00 - 21:00</td>
</tr>
</tbody>
</table>
(1) General Information

1.9 Venue Loading Specification
Floor load: 2 tons per square meter
Freight elevator: 1
Cargo channel: 5.5 to 9 meters wide, 4.3 meters high

1.10 Official Website
The latest news will be posted at the official website: www.mfe.com

1.11 Exhibition Hall Floor Plan
Lastest floor plan, please check the official website: www.mfe.mo.

(一) 資料簡介

1.9 展覽場地貨運限制
樓層負重：每平方米2噸
貨梯：1部
貨用通道：闊5.5至9米，高4.3米

1.10 大會網站
www.mfe.mo為大會網站，大會最新消息將於網站發佈，請參展商留意。

1.11 展覽館平面圖
最新平面圖請留意大會網站 www.mfe.mo
(二) 參展須知

2.1 定義
a. 「大會」指澳門國際品牌連鎖加盟展2012。
b. 「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）、代理及雇員，其參展之申請已被正式接納者。
c. 「會場」指澳門威尼斯人度假村 酒店 金光會展中心展館D館及周圍的地方。
d. 「大會承建商」指大會指定進行標準展位搭建，並負責展場用電規劃、電器設備接駁，提供租用設備服務之公司。
e. 「本手冊」指本參展商手冊。

2.2 參展資格
a. 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。
b. 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 參展付款方式
a. 參展費用須於2012年6月15日前全額繳付，如參展商未能於指定期限前繳付參展費，大會有權將攤位收回。
b. 參展商如取消參展或減少所預訂攤位之數目，有關訂金將不予退還。
c. 由於開幕前發生非大會所能控制的不可抗力事故（如火災、水災、風災、地震、海嘯、海難、政治動亂、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) Exhibitors’ Information

2.1 Definition
b. "Exhibitor" refers to any government, chambers of commerce, sole business, partnership or limited company participants (or their representatives), agents and employees, and its exhibition of the application that has been formally accepted.
c. "Venue" means The Venetian Macao Resort Hotel CotaiExpo™ Hall D.
d. "Official Contractor" means the official 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.

2.2 Eligibility of Exhibitors
a. Upon submission of application form from Exhibitors, the Organiser will consider the application in accordance with the terms and conditions on the application form. The Organiser has the absolute right in not giving any reason or explanation to accept or reject the application for the exhibition.
b. Exhibitors must accept that the application form, once signed, is on it’s behalf agree to abide by this rule, to all the terms and provisions of the Organiser and all the additional rules there in, and agree to also bear all the responsibility.

2.3 Payment
a. All Exhibitors should settle their appropriate application fee on or before 15th June 2012. Otherwise, the paid Organiser reserves the right to decline application.
b. If an Exhibitor withdraws or reduces the number of booth(s), for whatever reason, before receipt of a rejection on application of after its application has been approved, the application fee is non-refundable.
c. The Organiser 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 Organiser’s control, such as nature 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. For the Exhibition Fee paid to the Organiser, only the remaining (if any) will be refunded to the Exhibitor, with no interest, after deducting all the expenses and costs incurred by the Organiser.
(2) Exhibitors’ Information

2.4 Venue Allocation
a. Organiser reserves the right at any time to change the plans or venue allocation of the Expo, without prior notice to exhibitors.

b. Organiser has full discretion in the allocation and planning of the exhibition booth space and location of all exhibitors participating in the Expo. Complaint of that nature will not be accepted.

c. Organiser has the right to modify plans as and when necessary such as reallocation of booths that has been allocated to exhibitors and so will not be able to receive any compensation from the Organiser.

d. In order to maintain the image of the Expo, under the circumstances of Exhibitors who do not show up on the first day of the Expo, the Organiser reserves the right to seal or assign other usage for any vacant booth, without prior notice to Exhibitors. Exhibitors thus informed will not receive any compensation from the Organizer.

2.5 Move-In (Booth Installation & Decoration and Displays Move-In) and Move-Out
a. Exhibitors should install their booths (self-installation) in time, strictly to what are approved by the Organiser based on the submitted layouts, and the installations must be finished before the deadline. The Organiser takes its right to make necessary modification to fit the main theme of the Event. All incurred extra costs will be on the relevant Exhibitor’s expense.

b. Exhibitors should not damage any belongings in the Venue or that belonging to the Other parties during Move-In, Move-Out or throughout the Exhibition. Compensation will be charged to the damager(s).

c. 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 with consideration to Public Safety.

d. No spray paint, welder, or electric saw is allowed.

e. Each Exhibitor should receive a permit for moving out of the Venue. The Organiser authorizes the right to the appointed security to check on the relevant Exhibits.

2.6 Badges
For security reasons, seven types of official working badges will be issued:
- Staff badge will be issued in advance.
- Exhibitors’ Badge will be issued on site from 4th – 5th July.
- Organiser Badge will be issued in advance.
- V.I.P. Badge will be sent out by actual requirement when necessary.
- Guest Badge will be sent out by actual requirement when necessary.
- Media Badge will be issued on-site, pre-registration is required.
- Contractor Badge will be issued on-site, pre-registration is required.
2.7 展位搭建及佈置
a. 空地參展商可由大會承建商搭建展位。如非大會承建商
在會場進行任何工程，必須符合澳門特別區政府現行的法
例及大會承建商的要求。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所聘用之承建商完
全承擔。非大會承建商工作人員須於進入會場前到接待
處登記，領取臨時工作人員證。
b. 參展商對原有的展位搭建結構不能自行改動，一切展位
維修及改裝必須先獲得大會批准，由大會承建商負責。
如於展期期間，須在開放時間過後方可進行工程。
c. 所有用以搭建和裝修展位或設施的材料必須防火防火功能及
符合澳門特別區政府消防安全規則。

2.8 展品進口
所有參展用品品（包括贈品、零售、試食食品）之進口
均須符合澳門特別行政區法律規定。如有任何疑問，
請致電或瀏覽以下網頁。

澳門海關：
查販熱線：+853 8989 4317
http://www.customs.gov.mo

經濟局：
查販熱線：+853 8597 2618 / +853 8597 2602
http://www.economy.gov.mo

民政總署：
查販熱線：+853 8795 2643 / +853 8795 2646
(中文版)
(英文版)
www.iach.gov.mo/admin/read_e.asp?service_id=2&serv_no=022
&subserv_no=1

2.9 展品運輸
a. 展覽場地內所有入場及出場運輸必須由大會承運商負
責，參展商必須於展覽期前7至10個工作天內聯絡大會
承運商，並提供所有貨物資料(種類、尺寸、重量)。
b. 展覽場地內所有運輸工具由大會承運商提供，如需租
用可提前向大會承運商聯絡安排。
c. 有關展覽場地外之運輸事宜，參展商可以選擇自行
安排將展品運往指定倉庫點或聯絡大會承運商安排，
參展商必須於展覽期前10個工作天前聯絡大會承運商。

2.7 Booth Design & Construction
a. The Raw Space Exhibitors is free to hire the Official Contractor for booth design and construction. If a Non-Official contractor is appointed by the Exhibitor, any construction by the Non-Official contractor must be in accordance with all applicable legal Law of Macau SAR and terms and regulations from the Organiser. Otherwise, the Organiser reserves the right to terminate the construction. The Exhibitors should bear any expenses caused thereafter. All Non-Official contractors should register and obtain the authorized Badges at the Official Contractor’s Counter before entering the Exhibition Hall.
b. 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. During Exhibition, the above work can only performed during closing hours.
c. All Exhibits, materials and fittings used for displayed in the booth must be fire-proof and are in accordance with all applicable fire prevention and building regulations of Macau SAR.

2.8 Exhibits Imports Compliance
All exhibitors with exhibits (including gifts, retail, food tasting) are required to meet legal requirements of the Macao Special Administrative Region of imports. If you have any questions, please call or visit the following website.

Macao Customs(SAR)
Hotline: +853 8989 4317
http://www.customs.gov.mo

Macao Economic Services (SAR)
Hotline: +853 8597 2618 / +853 8597 2602
http://www.economy.gov.mo

The Municipal Council of Macao (SAR)
Hotline: +853 8795 2643 / +853 8795 2646
(CN)
(Eng) www.iach.gov.mo/admin/read_e.asp?service_id=2&serv_no=022&subserv_no=1

2.9 Freight Forwarding
a. All logistics in the exhibition hall is operated by MFE official Forwarder. Exhibitors have to inform and provide all relevant cargo information (type, size, and weight) to the Forwarder 7-10 working days before the exhibition.
b. All logistics equipment in the exhibition hall will be provided by MFE official Forwarder. For equipment rental, please contact the Forwarder in advance to make arrangement.
c. For Macau local logistics service, Exhibitors are able to arrange the logistics on their own or contact the MFE official Forwarder 10 working days before the exhibition for logistics service.
(二) 參展須知

d. 參展商如需於澳門境外收貨，必須於展覽期前1個月與
大會承運商聯絡。
e. 以上所產生的所有費用，將由參展商負責，費用可
以向大會承運商查詢。
f. 聯絡方法
  電郵：MFE2012@VPS-LOGISTIC.COM
  電話：+853 2833 9594
  傳真：+853 2833 5633

2.10 廢物處理
a. 租金不包括清潔及處理空盒、木箱、大型廢物、展
位構件及其他物品之費用。參展商必須自行清潔。任
何遺留在展覽場內之包裝物品及展品等均視為棄置物，
當大會代為清潔後將向有關參展商徵收取費費用。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。
b. 參展商所聘用之承建商必須將自備的包裝及裝潢物料
自行帶離會場，不得將其放置或棄置在場內。
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組
件廢物攤放在展位外，以便大會清潔人員清潔。

(2) Exhibitors’ Information

d. For oversea logistics service, Exhibitors are able to arrange the
logistics on their own or contact the MFE official Forwarder one
month before the exhibition for logistics service.
e. All of the above incurred costs will be the responsible by the
Exhibitors. Please refer to the MFE official Forwarder.
f. Contact
  EMAIL : MFE2012@VPS-LOGISTIC.COM
  TEL : +853 2833 9594
  FAX : +853 2833 5633

2.10 Cleaning and Waste Disposal
a. The removal and disposal of the empty boxes, crates, large toshes,
booth fittings or other materials are not covered by the rental; the
exhibitors should arrange the clean up by themselves. Any
packages and exhibits left behind at the exhibition venue will be
deemed abandoned, remaining rubbish requiring clean ups by the
Organiser will be at the expense of the exhibitor(s) concerned. The
exhibitors must clear away their empty boxes and crates daily
before the Exhibition's opening hours.
b. The Non-Official Contractor appointed by the exhibitors must
make their own arrangements for removal of their packing
materials, construction debris etc which should not be left
inside the exhibition area.
c. The Organiser will provide cleaning service for the Exhibition.
For security reasons, cleaners will not be allowed to enter the
booths for cleaning. Exhibitors may leave small pieces of
rubbish outside the booth for the cleaners to collect.
(三) 參展守則

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。
b. 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/告發/推銷貨品及派發宣傳單張等。展位不能佔用所屬展位範圍以外的地方。
c. 如參展商安排的活動（如簽名會、拍賣、抽獎等等）引致通道阻塞或阻礙參觀人士前往展位，大會將有權終止有關活動。若參展商不舉辦該類活動，事前必須經大會批准。
d. 參展商不得提供任何形式遊娛樂或售賣任何有博彩成份的獎券。
e. 場內內不得進行任何有賭博成份的活動，例如撲克牌等。
f. 場內內不得使用擴音器或任何擴音設備。所有音響器材的設置及諧音，務必以不影響及不滋擾其他參展商及參觀人士為大原則。若參展商使用音量超出可接受標準，從經大會勘驗後情況未見改善，展位使用權將會即時被終止。
g. 展覽期間，參展商的展位內必須最少有一名公司雇員或獲授權之代表長駐，並有足夠人員留守，以確保展位能正常操作。
h. 展會結束前，所有的展位內均須撤放展品及照常營業，不得拆卸展位或撤展。
i. 參展商不得在會場內使用任何性質的易燃物質/物料或任何法例禁止使用的裝飾材料。
j. 參展商須全權負責其展品之任何性質的易燃液體/物料或任何法例禁止使用的裝飾材料。
k. 參展商在任何情況下都不可使用壓縮氣體所填充之氣球。
l. 參展商一律不得於展覽場地內進行公開零售。
m. 場內不得進行明火煮食。

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，必須自行負責管理活動及有關的安排及參觀人士，禁止將其展位對出1米的位置，同時亦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，並確保有關人員不會阻礙鄰近展位的正常營業。如屢次屢犯或阻礙大會通過及影響場內公共安全，參展商需自備防範措施，以控制人群及秩序。

(3) Terms and Conditions

3.1 Usage of Booths
a. Exhibitors cannot transfer, sub-let or allow for any usage by any third party. Only Exhibitor’s staffs are allowed to work inside the booths.
b. Exhibitors are not allowed to solicit for business such as placing / selling / marketing of goods and distribution of leaflets outside the premises of their own booths as it would disturb others. The spaces beyond the exhibition booth is prohibited for soliciting businesses.
c. If the activities arranged by the exhibitors (such as autograph, auctions, raffles or lucky draws and etc.) cause congestion or blockage to aisle of the exhibition areas, Organiser reserves the right to terminate the activities, hence pre-approval should be obtained from the Organiser.
d. Exhibitors are not allowed to provide any activities with gambling element or sales of lottery tickets or the like.
e. Exhibitors are not allowed to provide any activities which may be considered as animal abuse.
f. In no circumstances will microphone or loudspeakers be allowed to use at the exhibitors booth. All sound audio-visual equipment must be under control to ensure no disturbances to all visitors. The Organiser reserves the right to intervene if the sound level causes disturbances to other exhibitors and visitors.
g. Exhibitors must ensure that there is at least one staff of their respective booth because proper presentation.
h. No dismantling or moving out from the exhibition before the official closing.
i. Exhibitors should not use any inflammable liquid/ materials or any illegal decorative materials within the exhibition area.
j. The Exhibitor shall be solely responsible for the public’s losses or injuries caused by any illegal decorative materials in the exhibition area.
k. Compressed gas filled balloons shall not be permitted under any circumstances.
l. Open retail shall not be permitted under any circumstances.
m. Tongwas flame cooking inside the venue shall not be permitted under any circumstances.

3.2 Promotion Activities of Exhibitors
a. Exhibitors organizing various activities during the Expo must be responsible for all activities arising from the concept of queuing and audiences, the queue should not exceed the one meter booth length, and arrangements must be made to maintain safety and order. Adequate staff and security personnel be arranged by the exhibition expense to maintain order and ensure that the crowd will not impede the normal operation of the neighboring booths. To avoid crowd blockade of the aisle that may affect public safety within the premises, exhibitors need to prepare crowd control barrier for keeping the queue in line and order.
3.3 Guidelines for Free distribution of gifts and Food tasting

a. Food and Beverages can only be displayed within the designated booth, food and beverages and the booth must be kept clean and tidy. And also should adhere to health requirements and storage requirements to ensure that they are fit for human consumption.

b. In the case of food tasting or sale of ice cream, food and drinks etc, there should be sufficient trash and garbage bags to collect discarded cups and containers. Exhibitors will be held responsible for all spilled food, beverages, soups, or garbage. Cleaning should be done regularly at the exhibitors’ own expense or they can hire cleaning contractors designated by the Organiser.

c. The aim of the exhibitors is to promote food and beverage tasting, (non-retail products), and therefore the retail price should not be made public. If there is any violations, the Organiser reserves the right to terminate the trade immediately.

d. Any tawongas flame cooking is prohibited. If there is any violation, the Organiser reserves the right to immediately terminate the act of the Exhibitor.

3.4 Security and Insurance

a. The Organiser 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.

b. General security service will be provided at the exhibition venue.

c. All exhibitors must take care of their exhibits and belongings during the move-in and move-out period. If it is needed, the exhibitors may hire outside security guards for security purpose.

d. Exhibitors should lock the showcase in the booth. Cash or important items are not recommended to be left in the showcase.

e. The exhibitors should have enough staff to look after their exhibits and belongings.

f. If any suspects are found, please inform the Organiser or security guards immediately.

g. If the exhibit is with high value, before entering into the venue, the exhibitor must have the own insurance and inform the Organiser.
(三) 參展守則

3.5 商業及個人操守

a. 參展商不能在會場內售賣、展示或擺放任何盜版或未經授權生產之物品，會場內絕對禁止任何侵犯知識產權（包括註冊、註冊商標、版權、設計、商品名稱及註冊專利）的行為。
b. 參展商務必有良好的商業操守，不得在會場內推售差劣或不完整之貨品。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之展品、貨物或宣傳物品。
c. 如參展商被視為違反此項商業活動，使用有關商品的宣傳手段、以不當手法經營或進行與澳門特區政府法律相抵觸的活動，大會有權及時禁止有關活動，並提交警方處理。
d. 參展商在會場內必須自控，不得對其他參展商或參觀人士構成任何滋擾，例如：派發問卷、虛偽宣傳貨品等。
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，如經經批准，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中國、澳門特區、展覽會、大會及其他行業之聲譽，大會有權隨時中止其參展之參展資格。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。

3.6 進場限制

任何參展商或其代理，如被大會認定為精神不健全、醉酒或會對展會、其他展商或參觀者造成滋擾及不便，大會可阻止其進入會場。

3.7 標識及海報

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。

3.8 衛生、安全及防火管理

請參照場地供應者澳門威尼斯人度假村酒店之條文。

(三) Terms and Conditions

3.5 Business Trading and Individual Principles

a. Exhibitors should respect intellectual property rights (including registered, registered trademark, copyright, design, product name and patent). Any commercial activities or demonstrations of pirated goods and unauthorized articles are prohibited.
b. Any sale or obscene, low quality or faulty products is prohibited and the Organiser reserves the right to ban any demonstrations, sales or dispatch of these products.
c. No products of indecency, coarse features can be sold or any commercial actions against any Macau SAR laws can be taken. The Organiser reserves the right to cease the activities and report to the police.
d. Exhibitors are expected to conduct themselves in a discipline manner. Activities, which may cause disturbance to other exhibitors or visitors like distribution questionnaires or harassing visitors, are not allowed.
e. Exhibitors and their staffs are prohibited from entering other exhibitors’ booths unless invited.
f. Once the Exhibitor’s behavior is found and proved to have any damage to the reputations of China, Macao (SAR), exhibition, Organiser and any other organizations, the Organiser reserves the right to cancel the Exhibitor’s qualification. It includes product safety, respect for intellectual property rights, labor rights, environmental and other laws etc.

3.6 Admission

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

3.7 Propaganda and 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.

3.8 Requirements for Hygiene, Safety and Fire Management

Please refer to the information of the venue provider The Venetian Macao Resort Hotel.
(四) 其他

4.1 惡劣天氣及颱風警告
 如在展期搭建、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發出八號風球或黑色暴
 雨警告訊號，會場將會暫時開放。
 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. 任何情況下，參展商不能就大會的決策/行動及其所引
 致的損失要賠償。大會不會對參展商及其展品及財物
 之安全負責。
 b. 參展商於展覽期間進行的交易及一切引致的後果，大
 會恕不負責。
 c. 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。
 d. 參展商須保證其參展商的展品不會引起任何投訴或訴
 訟。如果發生，參展商須自行負責一切賠償或訴訟所
 引致的一切損失。

4.3 知識產權
 參展商嚴禁在會場內販賣、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（包
 括註冊、註冊商標、版權、設計、商品名稱及專利）的行
 為。倘有發現將被處以罰款及有可能被索償的金額。

4.4 預防流行性疾病或傳染病
 a. 大會如認為情況需要時，所有參展商、參觀人士及工
 作人員須遵守週後方可進場。
 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，並宣佈所有參展商及參觀人士必須配戴口罩
 方可參加展覽。
 C. 所有售賣食品及飲料及安排試食的參展商，在保持公
 程衛生的情況下，應配戴口罩及手套後方可接觸食物。
 如廁或接觸廢物後，必須清潔雙手。

(四) Others

4.1 Bad weather and typhoon
 The special arrangements during the time of contract installa-
tions for move-in and move-out.
a. If a Typhoon Signal No. 8 or Black Rain storm is hoisted before
08:30, Exhibition Venue will be closed temporarily.
b. If a Typhoon Signal or rain storm or cancelled before 13:00, the
Exhibition Venue will re-open in 2 hours.
c. If a Typhoon Signal or rain storm cancelled after 13:00, Exhibit-
tion Venue will be closed for the day.

4.2 Disclaimer(Exclusion of Liability)
a. The Organiser 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 no matter in the transportation course or in the venue.
b. The Organiser 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 Fair.
c. The Organiser 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 Organiser (including claims for the damages) in connection with the Fair.
d. The Exhibitor must insure 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.

4.3 Intellectual Property
Exhibitors should respect intellectual property rights (including
registration, registered trademarks, copyrights, design, product
name and patent). Any commercial activities and demonstrations
of pirated goods and unauthorized articles are prohibited. If there
is sufficient evidence to show that the sale or display of Exhibitors
participating in the above-mentioned products, will be treated as
illegal behavior processing. The Organiser has the right to
terminate the right of the use of the booth and hand it over to the
Macao Customs or relevant Government Departments. Exhibitors
will be added Organiser in a special reference that which will
prohibit its participation in future exhibitions.

4.4 Prevention of Epidemic Diseases or
Infectious Diseases
a. The Organiser considers certain circumstances that is deemed
to be necessary, all exhibitors, visitors and staff shall be admit-
ted to the venue only after undergoing a body temperature
measurement.
b. The Organiser considers that circumstances is deemed to be
necessary, face masks and hand sanitizer will be needed. The
organiser may require all exhibitors and visitors to wear masks
before entering part in the exhibition venue.
C. All Exhibitors that arrange for the sale of food and beverage
should wear masks and gloves before touching food in order
to maintain public health. After using the toilet or contact of
infectious material one must clean one’s hands.
(四) 其他

4.5 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），參展商負責所有版權費。
c. 會場內嚴禁吸煙。
d. 大會保留更改展覽計劃及場地安排的權利，參展商不得因此追求任何賠償。
e. 大會在無需任何解釋的情況下，保留取消參展商的參展資格與換動展位位置的權利。
f. 大會有權對其認為不適當的行為進行制止或處置，並保留對參展商的處罰權。
g. 參展商如有違反大會所定的守則，一經被取消參展資格，所繳交之參展費用將不獲發還。
h. 本參展手冊內之所有條文以中文為準，英文只為參考之用。

(五) 展位設計及設施限制

5.1 標準展位
规格：3米 X 3米（附展位效果圖）
配置：2支100瓦射燈，1個13安培/220伏特插腳（500 瓦特），1張詢問檯，2張攤椅，公司標板，1個廢紙箱

(4) Others

4.5 Others
a. Exhibitors should not employ any activities that will violate the image of the exhibition.
b. If exhibitors need to play any music or demonstration requiring music, the Exhibitors should be liable of the copy right of the broadcast music.
c. Smoking is prohibited at the Exhibition Venue at all times.
d. The Organiser has the right to change and re-arrange any Floor Plan and Layout while Exhibitors cannot redeem any indemnity.
e. Under no circumstances the Organiser will be required to explain the change of exhibitor booth and cancellation of Exhibitors qualification.
f. The Organiser has the right to stop and fine any inappropriate activities held and bear no responsibilities to the Exhibitors. The Organiser reserves the right of interpretation of this Exhibitors Manual.
g. If any Exhibitors violate any rules and regulations, the Organiser has the sole right to ban the exhibitor without refunding any Exhibition fee and deposits involved.
h. All rules and regulations of the Exhibitors’ Manual are based on the Chinese version and English is used for reference only.

5.1 Standard Booth
Size: 3M X 3M (with booth renderings)
Booth Facilities: 100W Spotlights X2, 13A/ 220V Socket(500W) X1, Information Desk X1, Folding Chairs X2, Fascia Board, Rubbish Bin X1.
5.2 空地展位搭建

a. 設計草圖
如特裝展位需要聘请非大會總承建商代為設計及搭建，請於2012年6月15日前將展位設計圖則（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、展位正視圖、電話（如需要申請）、電力裝置及視聽器材等資料。如對展位建築高度有限制有任何疑問，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。

b. 防火措施
所有用以搭建或裝修的展位物料，必須具防火功能及符合澳門特區政府的消防安全條例。所有為特裝展位施工的總承建商需在工作範圍附近置備及安放一個有效的滅火筒。

c. 電力裝置
所有電力裝置必須由合資格電器技師裝置，電力裝置圖及圖則須於2012年6月15日前呈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。

d. 高度限制
參展商如欲搭建超過3米高的空地自建展位或雙層展覽展位，請预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。有關該展位結構的安全由參展商完全負責。同時上述展位展位或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2012年6月15日前交予大會總承建商存查。倘若不遵守此規定，大會總承建商將有權禁止所有人士進入該展位。

Notes:

a. Unless requested by the Exhibitors, 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 panel wall will be charged to the Exhibitor.

c. All electrical fittings (including lighting) should be approved by the Official Contractor and only certified electronic devices can be used. Any Exhibitor requires extra furniture or electrical supplies, please approach the Official Contractor.

d. The Organiser reserves the right to install power switches and fuse boxes inside an appropriate place in the booth(s).

e. All exhibits, and booth materials shall be removed immediately after the closing of the Exhibition according to the arrangements. And within the time limits specified by the Organisers. Any exhibits or booth material left behind at exhibition venue shall be deemed abandoned. Exhibitors are responsible for the expense of the disposed items.

5.2 Raw Space Booth

a. Plans and Design Proposals
If an exhibitor appoints a Non-Official Contractor for any design and construction work, the original plans and design proposals in triplicate must be submitted to the Official Contractor for approval not later than 15th June 2012. Drawing 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 elevation, telephone (upon request), electrical fitting, or any audio-visual equipment to be used etc. If there are any questions to the height limit of the booth, please contact the Official Contractor. The Organiser reserves the right to withhold granting approval to the drawings or require amendments or variations of the proposals.

b. Fire Precaution
All materials and fittings used or displayed in the booth must be fire-proof and in accordance with all applicable fire prevention and building regulations of Macao (SAR). Raw Space Contractors are required to prepare one functional fire extinguisher at a conspicuous spot within the assigned area during the construction period for safety reason.

c. Electrical Supply
All electricity installation should be completed by licensed electrician. Electricity Installation drawing should be submitted to the Official Contractor for approval on or before 15th June 2012. With the approval test from the Official Contractor after installation, electricity will then be supplied.

d. Height Limit
Exhibitors must apply for approval on any booth with structure height over 3M from the Official contractor. The Official Contractor permits construction only with an approval. Exhibitors must accept full responsibility for the safety of the structure. 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 Contractor on or before 15th June 2012. If this rule is not observed, the Official Contractor reserves the right to prohibit access to the booth.
(5) Booth Design & Facilities

e. Waste Disposal Deposit
To ensure all contractors for raw space can finish construction, demolition of booth, removal of waste within the time specified by the Organiser; and to improve the efficiency management during the construction period, contractor of raw space are required to pay "Waste disposal deposit" to the Organiser. All exhibitions of raw space are required to pay a deposit of MOP $200 per sqm (minimum levy of MOP $ 5,000.00) to ensure that their raw space sites are clear of any bulky items or rubbish after the exhibition. The deposit will be refunded to Exhibitors within 30 days, if their exhibition sites are, clear from damages to the exhibition hall and / or of any rubbish.

f. Booth’s Partitions
Exhibitors should provide set up and decorate their booth’s partition facing onto their own booth area, aisle, and adjacent booths. All surfaces on booth partition must be finished to an acceptable standard.

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

5.3 General Contractors
Only legal workers of Macao SAR should be appointed by exhibitors of raw space for booth construction. According to the regulation of Macao SAR, exhibitors are responsible to undertake insurance for the employees. If there is any violation, the organiser has the right to request cessation of the consolation. If there is an incident of illegal workers, it will be handed over to the Labor Affairs Bureau and the relevant Government Departments, the exhibition will be fully responsible for the incident. Exhibitor have to submit a declaration for their Contractors by filling in “Non-official Contractor Badge Application Form (for Raw Space Booth Use Only) to apply for badges.

5.4 Electricity Supply
a. For the safety and stability of electricity supply, all electrical installation must be implemented by the Official Contractor.

b. Basic lighting will be provided by the Organisers. The standard level of Power Supply is:
   - Single-phase 220 volt (V) 50 Hz (Hz)
   - Triple-phase 380 volt (V) 50 Hz (Hz)

c. The power will be provided daily from 10:00 to 21:00.

d. Additional requirement for power should submit application to Official Contractor in advance and exhibitor should pay for it.

e. The Exhibitors should apply in advance the cost incurred for temporary power supply if the Non-Official Contractor need power supply during the installation and dismantlement. If there is any enquiry, please contact the Official Contractor.

(6) Advertising, Freight, Hotels, Transportation and Other Services

Please refer to the MFE official website www.mfe.mo to fill in the related form(s) and submit to 2012 MFE secretariat.
7.1 地理位置
澳门位于中国东南沿海的珠江三角洲，与东北偏东的香港相隔约六十四公里。
澳门地区由澳门半岛、氹仔和路氹三個離島組成，總面積共29.7平方公里。
氹仔和路氹之間由三條大橋連接：氹仔和路氹之間有一條約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；經位於路氹城的莲花大橋可達到珠海的橫琴島。

7.2 人口及語言
目前，澳门人口約55.70萬，其中大部分居民住在澳门半
島，兩個離島人口較少。澳門居民以華人為主，佔總人口
的98.5%，葡國人及其他外國人只佔5%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
及英語在澳門也很通行，可在很多場合應用。

7.3 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，依據澳門基本法進行高度自治。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統治區域。

7.4 簽證
以下國家地區可享免簽證待遇：
法國、義大利、德國、比利時、丹麥、瑞典、西班牙、葡
萄牙、盧森堡、埃及、希臘、荷蘭、安道爾、芬蘭、奧地
利、匈牙利、捷克、挪威、冰島、英國（六個月）、
愛爾蘭、羅馬尼亞、日本、斯洛文尼亞、巴西、斯洛伐克
、塞內加爾、以色列、黎巴嫩、波蘭、立陶宛、
拉脫維亞、愛沙尼亞、南韓和馬爾他或護照人士可逗留
不超過90天；持有南非、智利、澳大利亞、加拿大、菲律
賓、印度、馬來西亞、墨西哥、新西蘭、新加坡、瑞士、
泰國、美國、烏拉圭、土耳其、南非、尼日利亞、列支敦士登
、羅馬尼亞、塞舌爾、摩納哥、納米比亞和法屬印度統治
的人士可逗留不超過三十天；持有葡萄牙當局所發旅遊證件
之非葡萄牙人士；持有有效進出澳門註冊之中國籍人士，包
括內地居民、香港居民及台灣同胞及海外華僑可逗留不超
過三十天；持有“香港身份證”或“香港永久性居民身份

7.1 Geographic Location
The Macao Special Administrative Region is located in the Guang-
dong Province on the western bank of the Pearl River Delta. It is
south east of Guangzhou and 64 kilometers km of Hong Kong. It
has an area of 29.7 sq km, comprise of the Macau 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 Cotai Frontier
Post at the Lotus Bridge to the Hengqin Island.

7.2 Population and languages
The total population is around 557,400 residents. About 95% are
ethnic Chinese. The remaining 5% includes Portuguese, Europe-
ans, and other Nationalities. Chinese and Portuguese are the
Official languages. Cantonese is spoken widely. English is gener-
ally used in trade, tourism and commerce.

7.3 Political Background
Macao is a Special Administrative Region of the People’s Republic
of China since December 20th 1999. Under the principle of “One
County and two systems”, Macao has independent administra-
tive, political, and judicial rights. Its political, economic and social
systems can remain unchanged for 50 years. Macao is still a free
port and independent.

7.4 Visa
Visitors from the following countries and regions do not
require a visa:
France, Italy, Germany, Belgium, Denmark, Sweden, Spain, Portugal,
Luxembourg, Egypt, Greece, Netherlands, Andorra, Finland, Austria,
Hungary, Czech Republic, Norway, Iceland, Britain (six months), Ireland,
Japan, Romania, Slovenia, Slovakia, Tanzania, Cyprus, Israel, Lebanon,
Poland, Brazil, Lithuania, Latvia, Estonia, South Korea and Malta or for a
stay not exceeding 90 days; Held in South Africa, Chile, Australia, Canada, the
Philippines, India, Malaysia, Mexico, New Zealand, Singapore, Switzer-
land, Thailand, the United States, Uruguay, Turkey, Indonesia,
Liechtenstein, Samoa, Seychelles, Monaco, Namibia and basic
rational of Bath passports for a stay not exceeding thirty days;
Nationals of China, with valid Macao entry/ depart documents,
including residents of mainland China, Hong Kong and Taiwan and
overseas Chinese for a stay up to 30days; The “Hong Kong Identity Card” or
“Hong Kong permanent identity card” or Hong Kong re-entry Permit holders’ may stay in Macao for a maximum
(7) Visitors Information

period of One year. Holders of Diplomatic Passport or “Laissez Passer” issued by the United Nations, Holder Consulate / diplomatic Documents issued by the MacaoSAR or Hong Kong SAR Visas can be obtained from the immigration Officer through embassies / Consulate of the PRC and should be used within the validity; the visa is expires after the valid date Visas are also available on arrival in Macao at the Immigration Office for a period of 30 days.

The above information is for reference only, please visit the website for details: www.dsi.gov.mo

China visa application procedures:
a. The Organiser can send out Invitation for the application of Travel Documents to Macao.
b. With the Invitation, exhibitors can apply for Macao Entry/Departure document through local office or department of foreign affairs.
c. Exhibitors can also apply through China Travel Service (CTS), please visit: www.cts.com.mo.