MITE

第十四屆澳門國際旅遊（產業）博覽會
14.ª Expo Internacional de Turismo (Indústria) de Macau
14th Macao International Travel (Industry) Expo

澳門威尼斯人 - 金光會展 - 展館ABC
The Venetian Macao - Cotai Expo - Hall ABC

24 - 26/4/2026

ufi Approved International Event

參展商手冊
Exhibitor's Manual

主辦單位 Organizer

澳門特別行政區政府旅遊局
DIRECÇÃO DOS SERVIÇOS DE TURISMO
MACAO GOVERNMENT TOURISM OFFICE

參展查詢 / Enquiry:

電話 / TEL：(853) 2870 3707
傳真 / FAX：(853) 2870 0238
官方網站 / Website：www.mitexpo.mo
電子郵箱 / E-mail：info@mitexpo.mo

官網
Official Website

目錄 Contents

1. 聯絡資料 Contact Information ----------1
2. 大會簡介 General Information ---------- 2
3. 進場守則 Installation Regulations ---------- 3
4. 環保指南 Environmental Protection Guidelines ---------- 5
5. 標準展位形式 Standard Booth Specification ---------- 6
6. 佈展注意事項 Booth Installation ---------- 7
7. 大會證件類別及辦理 Badge Type & Application ---------- 9
8. 電力供應 Power Supply ---------- 10
9. 供排水服務及通訊科技服務
   Water Supply and Drainage Equipment Service and ICT Service---------- 11
10. 訪澳須知 Travel Information ---------- 12
11. 表格 Forms
    - 1： 《施工證、指導證》Contractor and Instructor Badge ---------- 13
    - 1a： 《光地承建商資料》Contractor Declaration (Custom-build Booth) ----------14
    - 2： 《標準展位電力租用》Standard Booth Electricity Rental ----------15
    - 3： 《特裝展位電力租用》Custom-build Booth Electricity Rental ----------16
    - 4： 《供排水設備租用》Water Supply and Drainage Equipment Rental ---------- 17
    - 5： 《通訊科技服務租用》ICT Service Rental ---------- 18
    - 6： 《大會展俱租用》Exhibition Furniture Rental ---------- 19
    - 6a： 《租用展俱參考圖》Reference Pictures of Rental Items ---------- 20
    - 6b： 《租賃設施位置圖》Location Map of Leased Facilities ---------- 21
    - 6c： 《標準展位噴畫製作》定制單 Standard Booth Printing Order ---------- 22
    - 7： 《搬運物料設備租用》Material Handling Equipment Rental ---------- 24
    - 8： 《吊重設備租用》Hanging Equipment Rental ---------- 25
    - 9： 《展品運輸》Freight Forwarding ---------- 26
    - 10： 《展品出館許可單》Exhibit Exit Permission Form ---------- 27
    - 11： 《光地展位承建商撤展驗收單》
      Custom-build Booth Contractor Move-out Acceptance Certificate----------28

1）聯絡資料 Contact Information

承辦單位 Coordinator

澳門旅行社協會
Associação das Agências de Viagens de Macau
Macau Travel Agency Association

澳門友誼大馬路1023號南方大廈4樓A座
電話：(853) 2870 3707
傳真：(853) 2870 0238
電郵：info@mitexpo.mo

Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.°andar A
Tel： (853) 2870 3707
Fax：(853) 2870 0238
E-mail：info@mitexpo.mo

大會總承建及大會主場管理服務 Official Contractor and On-site Management Service

MCICE
Macau China International Convention and Exhibition Group Limited
澳門中國國際會展集團有限公司

澳門友誼大馬路1023號南方大廈4樓
A、I、M、N、O、P、Q、R、S、T、V、X、Z座
電話: (853) 2870 0828/6680 3332
傳真: (853) 2870 1083
電郵：contractor@mitexpo.mo

Avenida da Amizade, No.1023 Edif. Nam Fong, 4.°andar
A、I、M、N、O、P、Q、R、S、T、V、X、Z, Macau
Tel: (853) 2870 0828/6680 3332
Fax: (853) 2870 1083
E-mail：contractor@mitexpo.mo

賬戶信息

賬戶名稱：
澳門中國國際會展集團有限公司

銀行名稱：大豐銀行
銀行賬號:
澳門元 賬戶號碼：201-1-11185-4
港元 賬戶號碼： 101-1-13699-6
銀行地址：
澳門新口岸宋玉生廣場418號大豐銀行總行大廈

代碼：TFBLMOMX

Account information

Account name:
Macau China International
Convention and Exhibition Group Limited
Bank name: Banco TAI FUNG
Bank Account:
MOP Account No.：201-1-11185-4
HKD Account No.： 101-1-13699-6
Bank Address:
Tai Fung Bank Headquarters Building, 418,
Alameda Dr. Carlos d' Assumpçâo, Macau
Swift Code：TFBLMOMX

大會貨運服務 Official Freight Service

JES JES LOGISTICS (MACAU) LTD
金柏國際展覽運輸(澳門)有限公司

聯絡人: 梁穎杰
電話: (853) 2838 9486
(853) 6283 2643
(86) 159 2079 8425
傳真: (853) 2835 6533
電郵: kerry@jes.com.hk

Contact: Kerry Leong
Tel: (853) 2838 9486
(853) 6283 2643
(86) 159 2079 8425
Fax: (853) 2835 6533
Email: kerry@jes.com.hk

2.1 名稱
第十四屆澳門國際旅遊（產業）博覽會（以下簡稱「旅博會」）

2.2 地點
澳門威尼斯人金光會展展館ABC

2.3 日期及開放時間
日期：2026年4月24日至4月26日

日期	開放時間
4月24日（專業觀眾，公眾）	11:00-19:00
4月25日（專業觀眾，公眾）	10:00-19:00
4月26日（專業觀眾，公眾）	10:00-18:00

2.4 開幕典禮
日期及時間：2026年4月24日上午10時30分
地點：澳門威尼斯人金光會展展館A主舞台

2.5 旅博會性質
由澳門特別行政區政府旅遊局主辦，是專業配對、公眾開放相結合，允許現場銷售產品的平台。

2.6 佈展及撤展時間 *

類別	進場	日期	時間
大會總承建商	展場搭建	4月20-22日	09:00-23:00
		4月23日	09:00-13:00
	進場撤展	4月26日	18:00-23:00
		4月27日	09:00-23:00
光地展位承建商	展場搭建	4月21日	13:00-23:00
		4月22-23日	09:00-23:00
	進場撤展	4月26日	18:00-22:00
		4月27日	09:00-20:00
標準展位參展商	進場佈展	4月23日	13:00-22:00
	進場撤展	4月26日	18:00-22:00

* 資料僅供參考，旅博會更新消息將於網站 www.mitexpo.mo 發佈，請參展商留意。

2.7 參展商及承建商上落貨車輛通行證及使用須知
a. 場地供應將向參展商及其所委託的承建商 / 物流供應商等收取澳門元 60.00作為上落貨通行證之費用。每張上落貨車輛通行證只可單次使用，只有持有通行證之車輛方可進入會場卸貨區。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。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 。

b. 展覽會場範圍車輛行駛速度不得超過 15 公里 / 小時，行駛速度超出限制之車輛將被拒絕進入卸貨區。

c. 在特殊情況下，大會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。

d. 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。

e. 上落貨車輛通行證不得給予他人使用。

f. 上落貨車輛通行證若遺失，須賠償澳門元 60.00 。

2.8 免費泊車

地點	日期	時間
澳門威尼斯人金光會展展館D,E (參展商）	2026年4月23日	08:00-22:00
澳門威尼斯人金光會展展館D,E	2026年4月24日	08:00-22:00
	2026年4月25日	08:00-20:00
	2026年4月26日	08:00-20:00

2.9 穿梭巴士
大會設有穿梭巴士，可參考旅博會網頁www.mitexpo.mo，取得最新消息。

2.1 Name of the Expo
14th Macao International Travel (Industry) Expo ("MITE")

2.2 Venue
The Venetian Macao - Cotai Expo Hall ABC

2.3 Schedule
Exhibition Period: 24th -26th April 2026

Date	Hours
24th April (Trade Visitors, General Public)	11:00-19:00
25th April (Trade Visitors, General Public)	10:00-19:00
26th April (Trade Visitors, General Public)	10:00-18:00

2.4 Opening Ceremony
Date and time : 24th April 2026, 10:30am
Venue: Main stage at The Venetian Macao - Cotai Expo Hall A

2.5 Nature of the MITE
MITE is an event organized by the Macao Government Tourism Office for business matching, which is also open to the general public that supports on-site sales of products.

2.6 Installation / Dismantlement Schedule*

Type	Approach	Date	Hours
Official Stand Contractor	Installation	20th-22nd April	09:00-23:00
		23rd April	09:00-13:00
	Dismantlement	26th April	18:00-23:00
		27th April	09:00-23:00
Custom-build Booth Contractor	Installation	21st April	13:00-23:00
		22nd-23rd April	09:00-23:00
	Dismantlement	26th April	18:00-22:00
		27th April	09:00-20:00
Standard Booth Exhibitor	Move-in	23rd April	13:00-22:00
	Dismantlement	26th April	18:00-22:00

* For reference only, Please find the latest updates at MITE official website: www.mitexpo.mo

2.7 Goods Vehicle Pass for Expo Hall Loading Docks Entry
a. A fee of MOP 60.00 will be charged for every pass issued at the Off-Site Staging Area by the Venue provider. Maximum unloading and loading time are confined to 45 minutes at the Venetian Loading Docks. Over-time surcharge is based on MOP 60.00 per 15 minutes or part thereof, in excess of the normal 45 minutes.

b. The speed limit within the Exhibition Venue is 15km/h. Vehicles exceeding the speed

c. 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.

d. The "Goods Vehicle Pass" is only for use by goods vehicles entering The Venetian Loading Docks. The pass should not be used for entry into the Exhibition Venue by the driver or assistant.

e. The "Goods Vehicle Pass" is non-transferable.

f. A penalty of MOP 60.00 will be charged for lost passes.

2.8 Free Parking

Location	Date	Hours
The Venetian Macao - Cotai Expo Hall D,E （Exhibitor）	23rd April, 2026	08:00-22:00
The Venetian Macao - Cotai Expo Hall D,E	24th April, 2026	08:00-22:00
	25th April, 2026	08:00-20:00
	26th April, 2026	08:00-20:00

2.9 Shuttle bus
Shuttle bus service will be provided. Please refer to MITE official website: www.mitexpo.mo for the latest information.

3）進場守則 Installation Regulations

3.1
搭建期間參展商及搭建商需配戴《參展證》及《施工證》方可進入展館。

3.2
參展商進場承建時間以《參展商手冊》為准。

3.3
進場人員須佩戴證件(類型參照《參展商手冊》第9頁)，不得轉借，丟失需於旅博會入口登記處補辦。

3.4
參展商不得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品(如宣傳架、搖控玩具等)。倘因參展商違規引起任何意外或法律訴訟等事宜，須承擔所有責任。

3.5
參展商不得提供或舉辦任何有賭博成份的遊戲或售賣任何有博彩成份的獎券。

3.6
參展商應控制使用之影音器材所產生之音量，不得造成任何滋擾。若大會認為音量超出可接受標準 (70分貝)，經勸喻後情況未見改善，展位使用權將會即時被終止。

3.7
參展商必須確保展位至少有一名機構代表負責看守展位。若大會管理人員發現展位長時間未有代表看守，大會有權將展位暫時封存。

3.8
參展商只可在展位內陳列商品，並須保持清潔與整齊。大會嚴禁任何明火煮食。所有售賣食品，須符合衛生要求。

3.9
參展商不得於展覽場地內使用壓縮氣體所填充之氣球。

3.10
參展商不得於展覽場地內進行拍賣活動。

3.11
參展商不得在展會未結束時拆卸展位或提前撤展。

3.12
光地展位的參展商，需要聘用澳門特別行政區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。承建商或參展商須自行承擔因違規而產生的責任。

3.13
承建商及參展商於進場佈展、撤展及展覽期間損毀會場之物品或任何第三者之財物，須為其造成之損毀作出一切賠償。

3.1
Exhibitor and Contractor are required to wear the Badge while entering the exhibition hall during installation.

3.2
Exhibitors shall refer to the Exhibitor's Manual for the date and time of installation.

3.3
Specific badges are required for all admission (please refer to page 9 of the Exhibitor's Manual for the specific type). Badges shall not be transferred, and shall be re-issued at the registration office outside Hall A once lost.

3.4
Exhibitors shall not place or operate any promotional or sales items (e.g. promotion rack, remote control toys, etc.) outside their own booths. Exhibitors shall be responsible for any accidents or legal proceedings due to the violation of the rule aforementioned.

3.5
Exhibitors are not allowed to organize any games or sell any lottery tickets that involve gambling.

3.6
Exhibitors shall properly control the volume of their audio visual equipment so as to avoid causing any disturbance to others. If the volume is regarded by the MITE Organizer as exceeding the standard (70 dB), and no improvement is made after the MITE Organizer's advice, the exhibitor's right to use the booth will be suspended immediately.

3.7
Exhibitors must ensure that their booth is manned by at least one of their team members. If the site management finds that a booth has been unattended for a long time, the MITE Organizer has the right to temporarily close the booth.

3.8
Exhibitors shall only display products in their own booths and maintain the booths clean and tidy. Cooking on open flame is strictly prohibited. All food or beverages for selling must align with the health requirements.

3.9
Compressed gas-filled balloons are prohibited under any circumstances.

3.10
Auctions are prohibited under any circumstances.

3.11
Exhibitors shall not remove the decoration of booths or move out of the Expo before the closing time.

3.12
Exhibitors of custom-build shall employ legal workers of the Macao Special Administrative Region (MSAR) for booth construction and purchase labor insurance for such workers in accordance with the regulations of the Macao SAR Government. Where violation occurs, the MITE Organizer reserves the right to terminate the installation. If illegal workers are involved, the case shall be handed over to the Labour Affairs Bureau or relevant authorities. Contractors or exhibitors concerned shall bear all responsibilities arising from such violations.

3.13
Contractors and exhibitors shall be responsible for the damage of any belongings of the exhibition venue or of other parties from installation until moving out of the exhibition.

3.14
嚴禁承建商及參展商在標攤圍板上、展館牆面及地面等公共區域隨意劃線、裝鉗釘子及固定物體等。

3.15
展場內嚴禁噴漆、燒焊及使用電鋸。

3.16
參展商撤展須填妥附件表格10：《展品出館許可單》通知大會總承建辦公室核實後蓋章，保安人員放行需核對此單及物品。

3.17
光地展位承建商撤展完成時，須填妥附件表格11：《光地展位承建商撤展驗收單》，通知大會總承建辦公室驗收簽署後方為有效，以及作為退還按金的憑證。

3.18
承建商及參展商不得使用電路不合規格的電器裝置。

3.19
大會有權將開關掣及超載保護分線箱放於展位內的適當位置。

3.20
為確保光地展位承建商按規定時間內如期進場搭建，須於**2026年3月24日**前向大會主場管理服務繳交“清理廢物按金”。按200澳門元/平方米計算（清理廢物按金最低收取5,000澳門元/展位，最高收取50,000澳門元/展位），以支票形式繳付。支票將於展覽結束的45個工作日內，由大會主場管理服務返還。
付款帳號信息請參見第1頁。

3.21 提交參展證明
所有參展商確定參展，需要提交其機構有效之商業登記/營業執照證明副本。

3.22 銷售產品
①參展商擬在現場銷售產品，需填報《銷售產品資料表》，並於**2026年3月6日**前將電子文檔發至info@mitexpo.mo。未填報之產品嚴禁在現場銷售。《銷售產品資料表》可在官網“下載中心”下載。
②參展商現場銷售產品，須用澳門元明確標價，並向消費者提供銷售收據。
③參展商現場銷售產品，須符合《食品標籤法》之相關規定。可在 https://bo.io.gov.mo/bo/i/92/33/declei50_cn.asp 查閱。

3.14
Contractors and exhibitors are prohibited from drawing lines, hammering nails, and fixing objects on public areas such as booth structures, walls and grounds of the venue.

3.15
No spray paint, welder or electric saw are allowed in the venue.

3.16
Exhibitors must fill in the attached Form 10: "Exhibit Exit Permission Form" when they are dismantling, notify the Official Contractor to verify and stamp the form, and the security personnel must verify the list and the items for release.

3.17
After dismantling and moving out of the stand space, the custom-build Booth Contractor must fill in the Form 11: "Custom-build Booth Contractor Move-out Acceptance Certificate" and notify the Official Contractor who will sign it upon acceptance and this will serve as a certificate for refund of the deposit.

3.18
Contractors and exhibitors shall use electrical appliances with qualified electric circuits.

3.19
The Organizers' reserves the right to install switches and overload protective devices in the appropriate positions of booths.

3.20
In order to ensure that on-site installation of custom-build is completed as scheduled, all contractors are required to lodge "waste disposal deposit" to the On-site Management Service before **24th March, 2026.** Based on the standard rate of MOP200/sq.m, the deposit for each booth ranges from MOP5,000 to MOP50,000. The deposit shall be lodged by cheque. It will be refunded to the parties concerned within 45 working days by the On-site Management Service after MITE is closed.
Please refer to page 1 for the account information.

3.21 Submission of Exhibitor Certificates
Copies of valid business registration documents/business licenses shall be submitted by all confirmed exhibitors to MITE.

3.22 Product Sales
① A completed "Sales Goods Declaration Form" should be sent in digital format to info@mitexpo.mo before **6th March, 2026** for the sales of product at the designated premise. The sales of product not included in the declaration form is not allowed. The "Sales Goods Declaration Form" is available under "Download" on MITE official website.
② Exhibitors selling products on-site must clearly mark the price in MOP, and provide consumers with sales receipts.
③ Exhibitors selling their products on-site must comply with the relevant provisions of the Food Labeling Law. Available at https://bo.io.gov.mo/bo/i/92/33/declei50.asp *(Portuguese version)*

為配合澳門特別行政區政府環境保護局「源頭減廢、資源回收」的固體廢物處理政策，減少大型活動耗用自然資源及過後對廢物處理設施造成的壓力，響應綠色會展倡議，大會建議參展商及承建商參考《大型活動的減廢指引》採取以下措施：

In response to the solid waste disposal policies of the Environmental Protection Bureau (DSPA) of Macao SAR featuring "waste reduction at source and waste recycling", and the green exhibition initiative, for the purpose of reducing the natural resources consumed by major events and alleviating the consequent pressure exerted on the waste disposal facilities, MITE advises the exhibitors and contractors to take the following measures in line with the Guidelines on Waste Reduction of Major Events:

4.1參展商

a. 建議展位設計遵從減少、重用及回收的原則，使用環保物料，以減少搭建時造成的廢棄物。

b. 優先使用含有再造成分的產品，如再造紙、橡膠地墊、以及其他回收物料。避免使用由聚氯乙烯（PVC）製作的佈置材料，避免使用一次性的大型道具或活動設備。

c. 鼓勵現場盡量不售賣塑膠瓶盛裝的水或飲品。與觀眾互動活動，鼓勵參與者自備環保袋，以及可循環使用的餐盒、餐具和水杯，減少一次性塑膠瓶的使用，並溫馨提示有關用品應事先清潔好。

d. 現場派發的紀念品，應考慮少包裝、簡約、具實用性等綠色原則。

4.1 Exhibitors

a. The booth design should follow the principle of reducing, reusing and recycling resources, and use environmentally-friendly materials, so as to reduce the wastes generated in the process of construction.

b. Products containing recycled materials should be preferably used, such as recycled paper, rubber mats, other recovered materials, etc. Materials made of polyvinyl chloride (PVC), large disposable props or event facilities should be avoided in booth construction.

c. Do not sell water or drinks in plastic bottles on-site if possible. During interactive activities with the visitors, it is better for the participants to bring their own environmentally-friendly bags, as well as reusable lunch boxes, cutlery sets and cups, and reduce the use of disposable plastic bottles. They should be reminded that these utensils should be cleaned beforehand.

d. The souvenirs handed out on-site should follow the "green principle", and have such features as minimum packaging, simplicity and functionality.

4.2 承建商

a. 建議現場謹慎裝潢及拆除攤位，以提高物料重複使用的可行性及比例；而不可重複使用的材料，請妥善進行分類及資源回收。

b. 現場廢棄物料須分類回收，包括：紙類、塑膠、金屬、玻璃樽、電池等類別。回收處理須以清晰的類別名稱作提示，減少誤投機會。保持環境的清潔衛生。

c. 撤展拆除大型展板及含有一定量的金屬支架之組件時，棄置前須對有關廢棄物作適當的預處理，將可重用的物料作（如金屬）拆解及回收，避免對垃圾焚化中心的運作造成影響。而可燃的廢棄物需切割成符合有關規定的尺寸（直徑不能超過100毫米）及長度（不能超過3米長），再運往垃圾焚化中心處理。

4.2 Contractors

a. The booths should be decorated and dismantled with great caution, and in a way that practicability of reusing the materials and proportion of such materials can be improved; while those that cannot be reused should be properly sorted and recycled.

b. The waste materials on-site, including paper, plastic, metal, glass bottle, and battery, should be sorted and recycled. The waste materials to be recycled should be marked with a clear category, so as to reduce the chance of misplaced materials. The environment should always be kept clean and healthy.

c. After large display boards and assemblies with certain number of metal bracket are dismantled in a booth, relevant waste materials should be properly pre-treated before being disposed of and those that can be recycled (e.g. metal) should be disassembled and recycled, so as to avoid any adverse effect on the operation of the incineration center. Combustible waste materials should be cut into required size (no more than 100mm in diameter and no more than 3m in length) before being transported to the incineration center for treatment.

標準展位
Standard booth

面積： 9 平方米
結構： 3 米 x 3 米 x 2.5 米高，白色圍板
（標準展位A：單面入口，標準展位B：雙面入口）

配置：
- 楣板 (印有公司名稱及展位號)：
  標準展位A：1個，標準展位B：2個
- 咨詢台1張 (配展商信息)
  尺寸：1mLx0.5mWx0.75mH
- 摺椅 2 張
- 射燈 2 盞
- 13Amp/220V/(500W) 插座 (固定) 1個
- 廢紙簍 1 個
- 9平方米地毯
- 洽談桌1張及摺椅2張 (僅限B2B展商)

Area: 9m²
Structure:
3m x 3m x 2.5m(h) with white laminated panels,
(standard booth A: 1-side open,
standard booth B: 2-side open)

Configuration:
- Fascia board (printed with company name and booth number):
  standard booth A: 1 set, standard booth B: 2 set
- Information desk (with exhibitor information) with 2 folding chairs
  size：1mLx0.5mWx0.75mH
- Spotlight x2
- 13A/220V(500W) power socket x1 (fixed)
- Waste paper basket x1
- 9m² carpet
- Meeting table x1 with 2 folding chairs (For B2B Exhibitor only)

標準展位A (單入口)
Standard booth A (1-side open)

標準展位B (雙入口)
Standard booth B (2-side open)

6）佈展注意事項 Booth Installation

6.1 倉儲須知

旅博會不對參展商提供倉儲服務，參展商所有物品及設備，須自行負責保管或向大會主場管理服務咨詢。

6.2 設計圖

參展商或其承建商請於**2026年3月14日**前將展位設計圖，包括效果圖（展位全貌清晰可見）、施工圖（標示出所有尺寸及材質物料等）、電力圖（標示出電力裝置位置及用電量明細）以電郵呈交至大會主場管理服務。圖則比例須不少於1:100，並須註明真實尺寸附上平面佈置圖、展位正視圖、電力裝置及視聽器材等資料。

與疏散門相鄰的展位，請在背板處留出1米通道。

展位設計圖經大會總承建商審核通過並簽字蓋章後，方可進場施工。審查不合格的需整改，並在**2026年3月24日**前報送整改資料。敬請按時間要求遞交資料，以免延誤工期。
參展商或承建商需隨展位設計圖，附上承建商主要聯繫人姓名、聯繫方法及其承建商商業登記副本或M1副本等資料。

6.3 高度限制

參展商若搭建超過3.9米高之光地展位或雙層展位，請聯繫大會主場管理服務，並遞交安全證明書（經澳門特別行政區政府認可之註冊工程師批出）。安全證明書須於**2026年3月24日前**遞交，批准後方可進場施工。

6.4 展館內柱處理

平面圖中綠色柱子，正面有消防櫃及消防水喉設備。搭建包柱時，請留出0.5米距離；正面包柱還需留門，並留出1.5米距離。高度超過3.9米請遞交安全證明書。
平面圖中黃色柱子，正面有滅火筒，搭建包柱時，請留出0.5米距離，並將滅火筒放置包柱墻體地面處。高度超過3.9米請遞交安全證明書。

6.1 Storage

The MITE will not provide storage service at the exhibition venue. All exhibitors are expected to take care of their own belongings and exhibits. For enquiry, please contact the On-site Management Service.

6.2 Drawings

Exhibitors or their contractors shall submit the drawings of their booths, including detailed panoramic design sketches, construction drawings (marking all dimensions and materials required, etc.) and electrical installation drawings (specifying installation location and details of power consumption) to the On-site Management Service before **14th March, 2026** by email. Drawings submitted must be at a real scale of not less than 1:100 in full dimensions, indicating actual size and containing information such as floor plans, booths' front elevations, electrical fittings and any audio-visual equipment to be used, etc.
For booths located near evacuation gates, a one-meter wide path shall be cleared between the back panel and the wall.
Contractors are not allowed to make arrangements for the construction at the service station until the drawing proposals are approved, signed and stamped by the Official Contractor. In the case of failure to pass the review, the exhibitor and contractor concerned shall make rectification as required by the Official Contractor and submit the revised proposals to the Official Contractor before **24thMarch, 2026** for review. Please submit required documents as scheduled to avoid any delay in construction.
The drawings shall be submitted together with the name and main contacts and copies of business registration documents or M1 of the contractors.

6.3 Height Limit

Exhibitors must contact the On-site Management Service and submit a Safety Report (issued by a qualified engineer/surveyor acknowledged by Macao SAR Government) for the construction of any booths in custom-build that exceeds 3.9 m in height or any two-storey structures. The Safety Report shall be submitted for review before **24th March, 2026.** The construction shall proceed after the approval.

6.4 Pillars in the Exhibition Hall

The green pillar in the floor plan shows a fire cabinet and fire hose equipment on the front. For pillar cover installation, 0.5m shall be reserved. For the front pillar cover installation, a door and 1.5m shall be reserved. A Safety Report is required if the height exceeds 3.9m.
The yellow pillar in the floor plan shows a fire hydrant on the front. For pillar cover installation, 0.5m shall be reserved, and the fire hydrant shall be placed by the surface of the pillar cover. A Safety Report is required if the height exceeds 3.9m.

6.5 防火措施

所有搭建物料，須符合澳門特別行政區政府消防安全法規及條例。所有為光地展位施工的承建商需在工作範圍內放置一個或以上的合格滅火筒。

6.6 裝潢物料或廢物處理及清潔

參展商或承建商須將裝潢物料或廢物自行帶離會場。擱置於公共通道的裝潢物料大會將視為棄置物品。如大會代為清理後, 將會向承建商收取相關的清理費。

6.7 惡劣天氣

在展位搭建、展品進場、展位佈置及展會期間：

a. 若澳門地球物理暨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. 若澳門地球物理暨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. 若澳門地球物理暨氣象局於當日下午一時後除下 / 改掛較低風球或暴雨警告訊號，會場將會關閉一天。
（如有任何更新，以大會最後公佈為準）

6.8 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，大會有權終止其展位使用權，並交由海關或有關政府部門處理。

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是相關權利人的許可。

6.9 免責條款

a. 參展商違反大會《參展商手冊》而衍生的一切費用及損失須承擔其責任。

b. 大會基於在不可抗力（如火災、水災、災難、疫症、地震、貿易制裁、民眾暴動、政府規限等）情況下，視實際情況考慮旅博會延期或取消舉行。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。

6.5 Fire Precautions

All construction materials must comply with all applicable fire prevention regulations estipulated by the Macao SAR Government. Contractors of custom-build are required to prepare one or more functional fire extinguishers within the assigned area.

6.6 Treatment and Cleaning of Decoration Materials and Wastes

Exhibitors or contractors must take away the decoration materials and wastes from the venue by themselves. Decoration materials piled in public aisles will be considered as discarded, for which a fee will be claimed for cleaning.

6.7 Adverse Weather Condition

The special arrangement during the periods of booth installation, installation of exhibits, decoration and dismantling:

a If Typhoon Signal No.8 or Black Rainstorm Warning Signal is issued by the Macao Meteorological and Geophysical Bureau (SMG) before 8:30am, the exhibition venue will be temporarily closed.

b. If Typhoon Signal No.8 or Black Rainstorm Warning Signal is lowered or cancelled before 1:00pm on the same day by the SMG, the exhibition venue will be reopened in two hours.

c. If Typhoon Signal No.8 or Black Rainstorm Warning Signal is lowered or cancelled after 1:00pm on the same day by the SMG, the exhibition venue will be closed for the whole day.
(If there are any changes, please refer to the final announcement disseminated by MITE)

6.8 Intellectual Property

a. Exhibitors are prohibited from selling, displaying or demonstrating any unauthorized or pirated products. Activities of violating intellectual property right are strictly prohibited in the venue. When there are sufficient evidence for sale or display of above-mentioned products, exhibitors will be regarded as violating the regulation of MITE, which will be terminated immediately and will be reported to the Customs and Excise Department or corresponding governmental entities.

b. Exhibitors should ensure that any visual or sound material (including vocal or visual recordings) to be displayed in the booth must hold the relevant copyright license or authorization by corresponding copyright holder.

6.9 Disclaimer

a. Exhibitors shall be liable for all costs and damages arising from any breach of the Exhibitor's Manual.

b. The Organizer will consider the postponement or cancellation of the exhibition under force majeure (e.g. fire, flood, disaster, epidemic, earthquake, trade sanctions, civil unrest, government restrictions, etc.) depending on the actual situation. The Organizer reserves the right to cancel, change the nature, scale and duration of MITE, and the exhibitors shall not be able to claim any loss from the Organizer, and the Organizer shall not be liable for any loss.

7）大會證件類別及辦理

Badge Type & Application

7.1 證件類別

所有承建商及參展商須持證件進場，嚴禁轉讓證件給他人使用，大會保安人員有權查核持證人身份。

7.1 Types of Badges

All contractors and exhibitors shall access the exhibition venue with their badges. Such badges are not transferable. The security has the right to conduct an identity check on the badge holder(s).

參展商

①參展商可於旅博會網頁www.mitexpo.mo網上登記，**2026年4月24日**進場時，在澳門威尼斯人一樓金光會展入口登記處領取證。

領證時間	日期	時間	地點
展會前	17-22/4/2026 (星期日為休息日)	10:00-19:00	澳門友誼大馬路南方大廈4樓A座
展會現場	24-26/4/2026	09:00-18:00	威尼斯人一樓金光會展入口

(註：攜參展商公司名片及身份證明文件領取入場證件)

②施工證

施工證需聘用澳門特別行政區許可之合法工人為其搭建展位。由參展商指定之承建商使用，申辦需填寫附件《施工證、指導證》申請表，填妥後以郵箱或傳真發送至大會總承建；申請截止日期為**2026年3月24日-2026年4月14日**開始領取證件。

地址：澳門友誼大馬路1023號南方大廈4樓「旅博會總承建」辦公室, 傳真：(853) 2870 1083, 電郵：contractor@mitexpo.mo, 咨詢電話：(853) 2870 0828。

③指導證

指導證為經澳門勞工事務局批覆的非澳門特別行政區合法人現場進行指導性工作所使用。申辦需填寫附件《施工證、指導證》申請表，填妥後以郵箱或傳真發送至大會總承建；申請截止日期為**2026年3月24日-2026年4月14日**開始領取證件。

地址：澳門友誼大馬路1023號南方大廈4樓「旅博會總承建」辦公室, 傳真：(853) 2870 1083, 電郵：contractor@mitexpo.mo, 咨詢電話：(853) 2870 0828。

Exhibitor Badge

①Exhibitors can register on the official website of MITE www.mitexpo.mo. Exhibitors may acquire their badges at the Registration Counter at The Venetian Macao - First Floor - Cotai Expo Entrance from **24th April, 2026** before entering the exhibition venue.

Badge collection	Date	Hours	Location
Before the exhibition	17th-22nd April,2026 (Sunday Day Off)	10:00-19:00	Avenida da Amizade, No.1023 Edif. Nam Fong, 4.°andar A
Exhibition site	24th-26th April,2026	09:00-18:00	The Venetian Macao - First Floor - Cotai Expo Entrance

(Note: Bring the exhibitor's business card and identity document to receive the admission pass)

②Contractor Badge

Exhibitors of custom-build shall employ legal workers of the Macao Special Administrative Region (MSAR) for booth construction. The Contractor Badge shall be used by contractors appointed by the exhibitors. Please fill out the "Application Form for Contractor and Instructor Badges", and send to the Official Contractor via e-mail or fax before **24th March, 2026.** Applicants may acquire their badges starting from **14th April, 2026.**

Address: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.° andar, Macau, Fax: (853) 2870 1083, Email: contractor@mitexpo.mo, Contact Phone No.: (853) 2870 0828.

③Instructor Badge

The Instructor Badge is designed for non-local workers with legal identities to serve as temporary instructors at the exhibition venue, as approved by the Labour Affairs Bureau of the MSAR. Please fill out the "Application Form for Contractor and Instructor Badges", and send to the Official Contractor via e-mail or by fax before **24th March, 2026.** Applicants may acquire their badges starting from **14th April, 2026.**

Address: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.° andar, Macau, Fax: (853) 2870 1083, Email: contractor@mitexpo.mo, Contact Phone No.: (853) 2870 0828.

8.1 電力供應原則
大會提供展覽館內基本照明服務。
所有電力裝置須由合資格電器技師安裝。電力裝置圖需於**2026年3月24日**前電郵：contractor@mitexpo.mo。現場搭建完畢後，大會主場管理服務公司將進行測試，合格方可供電。

***大會標準攤位供電時間：**
2026年4月23日 08:00-23:00

8.2 電力接駁
為保障安全及電力供應之穩定性，所有電力接線須由大會主場管理服務公司施行。

8.3 電力供應規格
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)。電力供應將於當日展覽結束後的30分鐘關閉。

8.4 額外租用（標準展位）
標準展位參展商如需額外（超過大會提供500瓦插座用電）申請電，需填妥附件的表格2：《標準展位電力租用》申請表，連同所需附件資料交往：澳門友誼大馬路1023號南方大廈4樓「旅博會總承建」辦公室 或 傳真：(853) 2870 1083 或 電郵：contractor@mitexpo.mo, 付款賬號信息請參見第1頁。咨詢電話： (853) 2870 0828。

8.5 額外租用（特裝展位）
特裝展位參展商或承建商申請電力則需填妥附件的表格3：《特裝展位電力租用》申請表，連同所需附件資料交往：澳門友誼大馬路1023號南方大廈4樓「旅博會總承建」辦公室或傳真：(853) 2870 1083或電郵：contractor@mitexpo.mo， 付款賬號信息請參見第1頁。咨詢電話：(853) 2870 0828。

8.6 臨時電力申請
在現場申請臨時電力供應，請聯絡大會主場管理服務（威尼斯人一樓金光會展入口）

8.1 Principles of Power Supply
The On-site Management Service will provide basic lighting at the exhibition venue.
All electrical installations must be installed by a qualified electrical technician. Electrical installation drawing must be submitted to E-mail: contractor@mitexpo.mo before **24th March, 2026.** The power can only be supplied after the on-site installation is completed and tested to be qualified by the On-site Management Service.

***Exhibition Standard Booth Power Supply Schedule:**
23rd April, 2026 08:00-23:00

8.2 Power Connection
In order to ensure safety and stability of power supply, all power wiring must be installed by the On-site Management Service.

8.3 Overall Power Supply
The standard power supply is: Single phase 220V 50Hz; triple phase 380V 50Hz. Power supply will be shut down 30 minutes after the closing of the exhibition on each exhibition day.

8.4 Extra Electricity Rental (Standard Booth)
For standard booth exhibitors requiring extra electricity (more than the 500W socket power provided by the On-site Management Service), Form 2: "Application Form for Standard Booth Electricity Rental" shall be submitted. Please complete this form and send it together with all the necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.° andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Enquiry tel no.: (853) 2870 0828.

8.5 Extra Electricity Rental (Custom-build Booth)
For standard booth exhibitors or contractors requiring extra electricity, Form 3: "Application Form for Custom-build Booth Electricity Rental" shall be submitted. Please complete this form and send it together with all necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.° andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Enquiry tel no.: (853) 2870 0828.

8.6 Temporary Overall Power Supply
For application of temporary on-site power supply, please contact the On-site Management Service. (The Venetian Macao - First Floor - Cotai Expo Entrance)

9）供排水服務及通訊科技服務

Water Supply and Drainage Equipment Service and ICT Service

9.1 供排水服務

參展商或承建商若需於展位設供排水設備，請聯繫大會主場管理服務公司，需填妥附件的表格4:《供排水設備租用》申請表，並在展位圖上標註安裝地點。連同所需附件資料交往：澳門友誼大馬路1023號南方大廈4樓「旅博會總承建」辦公室 或 傳真：(853) 2870 1083 或 電郵：contractor@mitexpo.mo。付款賬號信息請參見第1頁。咨詢電話：(853) 2870 0828。

9.1 Water Supply and Drainage Equipment Service

Exhibitors or contractors requiring water supply and drainage equipment in their booths shall contact the On-site Management Service, by submitting Form 4: "Application Form for Water Supply and Drainage Equipment Rental" , and marking the installation spot on the booth floor plan. Please complete this form and send it together with all the necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.° andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Enquiry tel No.: (853) 2870 0828.

9.2 通訊科技服務

參展商若需設置或安裝寬頻等科技服務，需聯繫大會主場管理服務公司，需填妥附件的表格5:《通訊科技服務租用》申請表。客戶有責任在電腦通訊設備系統或個人電腦安裝防火墻、防毒電腦軟件，以防電腦病毒侵入；寬頻上網（下載/上載）網速會因應用戶數量而有所影響。

如需設置信用卡簽帳系統，須要求信用卡終端機供應商設定在終端機撥打接線之前須撥打“9”字。根據澳門金融管理局之規定，信用卡終端機供應商必須是澳門註冊的認可金融機構。

9.2 ICT Service

Exhibitors requiring ICT service such as internet connection, shall contact the On-site Management Service, with Form 5: "Application Form for ICT Service Rental". Clients shall bear the responsibility for installing firewalls and antivirus computer software in ICT systems or personal computers to prevent virus invasion. The speed of broadband Internet access (download/upload) will be affected by the number of users.

If there is a need of a credit card billing system, exhibitors must ask the POS terminal suppliers to set to dial “9” before the terminal is connected. As per the regulations of Macao Monetary Authority, POS terminal suppliers must be authorized financial institutions registered in Macao.

10）訪澳須知 Travel Information

10.1 地理位置

澳門位於中國東南沿岸的珠江三角洲與東北偏東的香港相距約64公里。由澳門半島、氹仔及路環兩個離島組成。總面積共33.3平方公里。經澳門半島關閘可到達珠海市；經位於路氹城的蓮花大橋可到達橫琴；經港珠澳大橋可到達香港。

10.1 Geographic Location

Macao is located at the western bank of the Pearl River Delta in southeastern China and 64km southwest of Hong Kong. Covering an area of 33.3 sq.km, Macao consists of the Macao Peninsula and the islands of Taipa and Coloane. Macao is connected to through the Border Gate (Portas do Cerco) to Hengqin through the Lotus Bridge in Cotai; and to Hong Kong through the Hong Kong-Zhuhai-Macao Bridge.

10.2 人口及語言

澳門人口約有686,600人（截至2025年第三季）。官方語言有中文及葡文。居民日常溝通普遍使用廣東話、普通話、英語。

10.2 Population and Languages

Macao is home to a population of about 686,600 in the third quarter of 2025, with Chinese and Portuguese being the official languages. Cantonese, Mandarin, and English are commonly used for daily communication among residents.

10.3 簽證

以下國家地區可享免簽證待遇或落地簽證，詳情請到以下網站瀏覽：http://www.dsi.gov.mo/ 或 http://www.fsm.gov.mo/ 大會可向中國內地參展商發出邀請函，以便辦理來澳簽證。

10.3 Visa

For the list of countries whose citizens can enter Macao without a visa or with a visa-on-arrival, please visit: http://www.dsi.gov.mo/ or http://www.fsm.gov.mo/. The Expo may send out invitations to exhibitors from Mainland China to facilitate their application for visas to Macao.

1：《施工證、指導證》申請表 Application Form for Contractor and Instructor Badge

表格1 Form 1	施工證、指導證 Contractor and Instructor Badge	提交截止日期： Deadline: 2026年3月24日 24th March, 2026

承建商資料 Contractor Information

公司名稱 Company Name：_____ 展位編號 Booth No.：_____

聯絡人 Contact：_____ 手機 Mobile Phone：_____ 傳真 Fax：_____

電郵 E-mail：_____

施工證 Contractor:_____ 個 PC(S)　　指導證 Instructor: _____ 個 PC(S)

■ 請將載有承建商名稱、施工工人資料姓名、照片等信息在截止日期前遞交至電郵：contractor@mitexpo.mo，本項服務收費如下：

The contractor and Instructor badges contain the name of the contractor, the worker's name and identification photos. Please submit them to email: contractor@mitexpo.mo before deadline. Application fee applies as follows:

A. 2026年3月24日前，10澳門元/張　　MOP10/each，before 24th March, 2026

B. 2026年3月25日至4月5日，30澳門元/張　　MOP30/each，between 25th March and 5th April, 2026

C. 現場辦證，50澳門元/張　　MOP50/each on-site

帳號信息請參見第1頁 Please refer to page 1 for the account information

■ 人員名單 Name List

項目 No.	姓名 Name	性別 Gender	身份證明文證件編號 Idenitfication No.	身份證明文件類別 Idenitfication Type
1				
2				
3				
4				
5				

備註 Remarks:

1. 為確保工作人員順利進場，敬請於截止日期前申請。參展商須繳付展位電費、清理廢物按金後，方可領取指導證及施工證。大會不受理個人獨立申請；提交資料與證件信息不符的不予受理。
   Exhibitors can only receive the Constructor and Instructor badges after paying booth electricity fees and deposits for waste cleaning. The Expo will not process individual applications, and from those who have submitted information inconsistent with the identification documents. To ensure a smooth entry of the contractors, please submit your application before the deadline.

2. 若展位結構的高度等於或超過3.9米, 必須提交測量師報告(建築工程師證明)，核實結構的安全性。
   If the height of the structure equals or exceeds 3.9m, a report from qualified surveyor or a certificate from qualified construction engineer is required to prove the safety of it.

簽署及公司蓋章 Signature & Stamp：_____ 申請日期 Date：_____

1a: 《光地承建商資料》Contractor Declaration (Custom-build Booth)

表格1a Form 1a	光地承建商資料 Contractor Declaration (Custom-build Booth)	提交截止日期： Deadline: 2026年3月24日 24th March, 2026

參展商資料 Exhibitor Information

公司名稱 Company Name：	
聯絡人 Contact：	職位 Job Title：
展位編號 Booth No.：	手提電話 Mobile Phone：
展位面積 Booth Area(平方米m²)：	尺寸 Size： 米長 m (L) x 米寬 m (W) x 米高 m (H)

承建商資料 Contractor Information

公司名稱 Company Name：	
聯絡人 Contact：	職位 Job Title：
展位編號 Booth No.：	電郵 E-mail：
展位面積 Booth Area(平方米m²)：	手提電話 Mobile Phone：

備註 Remarks:

1. 請將此表格填妥後, 連同所需附件資料交往：澳門友誼大馬路1023號南方大廈4樓「旅博會總承建」辦公室 或 傳真：(853) 2870 1083 或 電郵：contractor@mitexpo.mo。賬號信息請參見第1頁。諮詢電話: (853) 2870 0828。
   Please complete this form and sent it together with all necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.° andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Contact Phone No.: (853) 2870 0828.

2. 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，所有大型展位設施之完好及廢物清理妥當。光地參展商或其承建商必須在其攤位拆卸後，撤離展館前填寫表格11《光地展位承建商撤展驗收單》,並得到驗收簽署後，完成整個撤展程序。倘因搭建或撤離工作導致展場內任何設施受損，或有任何廢物棄置 / 任何物料黏附在場館內 / 將廢物丟棄在場館外，當大會代為處理後將向有關參展商或其承建商徵收清理費或直接在其所交付之工程施工及清理廢物按金中扣除。倘有關按金不足以抵扣該等費用，參展商或其承建商須負責支付餘款。其他屬違規情況之行為及對應的扣款。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。
   A deposit of MOP200.00 /sqm (minimum of MOP5,000.00) is required. After the dismantling is finished, custom-build exhibitor or its contractor must get the "Custom-build Booth Contractor move-out acceptance Certificate" from the Official Contractor in order to complete the whole dismantling procedure. If any facility is damaged during move-in or move-out, the exhibitor will be liable for all costs incurred. Furthermore, any remaining rubbish (both inside and outside the venue) requiring clean ups by the Organizer will be at the expense of the exhibit or and/or its contractor. The cost may be deducted proportionally from the "Site work and waste disposal deposit". If the deposit is not enough to cover the entire cost, the exhibitor or its contractor are responsible for paying for the remaining amount. The deposit will be fully refunded to exhibitor within 45 days, if waste disposal was handled properly and nothing was damaged.

本公司_____特此授權上述承建商直接聯絡大會商議有關展位搭建事宜及遵守大會所訂定的規則。
Our company _____ hereby authorizes the above-mentioned contractor to contact the Organizer directly for matters regarding booth construction. This contractor shall comply with all rules and regulations set by the Organizer.

簽署及公司蓋章 Signature & Stamp：_____ 申請日期 Date：_____

2：《標準展位電力租用》申請表 Application Form for Standard Booth Electricity Rental

表格 2 Form 2	標準展位電力租用 Standard Booth Electricity Rental	提交截止日期： Deadline: 2026年3月24日 24th March, 2026

項目 No.	內容 Items	澳門元 MOP	數量 Quantity	金額 Amount
1	LED射燈-23瓦（白光） LED Spotlight 23W（Cool White）	160		
2	LED長臂射燈-23瓦（白光） LED Long-arm Spotlight 23W（Cool White）	180		
3	節能光管-28瓦（白光） Energy Saving Fluorescent Tube 28W（Cool White）	165		
4	70瓦金鹵燈（白光） 70W HQI（Cool White）	350		
5	150瓦金鹵燈（白光） 150W HQI（Cool White）	480		
6	300瓦泛光燈（黃光） 300W Floodlight（Warm White）	550		
7	500瓦以上至1000瓦電源插座 500W (or above) -1000W Power Socket	1,200		
8	1000瓦以上至2000瓦電源插座 1000W (or above) -2000W Power Socket	2,150		
9	2000瓦以上至3000瓦電源插座 2000W (or above) -3000W Power Socket	3,150		
10	1000瓦電源插座（24小時用電）Socket 1000W(220V) for 24hours	2,100		
11	2000瓦電源插座（24小時用電）Socket 2000W(220V) for 24hours	3,900		
	小計（澳門元）Sub-total (MOP)：			
	於2026年3月24日 後之申請需額外繳付百分之三十附加費。 If the application is lodged after 24th March, 2026, a 30% additional fee will be charged.	30%附加費： 30% additional fee:		
	於2026年4月1日 後及現場訂單之申請需額外繳付百分之五十附加費。 If the application is lodged after 1st April, 2026 and on site, a 50% additional fee will be charged.	50%附加費： 50% additional fee:		
	總金額（澳門元）Total Amount (MOP)：			

備註 Remarks:

請在展位設計圖中（參考第 7 頁標準展位）標註所租用物品擺放位置。請將此表格填妥後，連同所需附件資料交往：澳門友誼大馬路1023號南方大廈4樓「旅博會總承建」辦公室 或 傳真：(853) 2870 1083 或 電郵：contractor@mitexpo.mo。賬號信息請參見第1頁。諮詢電話: (853) 2870 0828。

Please mark the rented items on the drawing (refer to the standard booth on page 7), complete this form and sent it together with all necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.° andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Contact Phone No.: (853) 2870 0828.

展商信息填寫回執 Exhibitor Information Receipt

公司名稱 Company Name：_____ 展位編號 Booth No.：_____

聯絡人 Contact：_____ 手機 Mobile Phone：_____ 傳真 Fax：_____

電郵 E-mail：_____

簽署及公司蓋章 Signature & Stamp：_____ 申請日期 Date：_____

3：《特裝展位電力租用》申請表 Application Form for Custom-build Booth Electricity Rental

表格 3 Form 3	特裝展位電力租用 Custom-build Booth Electricity Rental	提交截止日期： Deadline: 2026年3月24日 24th March, 2026

項目 No.	內容 Items	澳門元 MOP	數量 Quantity	金額 Amount
佈展及撤展期間臨時電源供應 Temporary Power Supply during Installation and Dismantling				
1	只供一件電器用500瓦電源插座（13安培220伏單相拖線插座，不可用於照明裝置） 500W sockets for only one electric appliance (Single-phase 13A/220V wiring boards, not for lighting devices)	100		
2	16安培220伏單相供電插座 Single-phase 16A/220V sockets	1,440		
3	32安培380伏3相供電插座 Triple-phase 32A/380V sockets	3,660		
4	63安培380伏3相供電插座 Triple-phase 63A/380V sockets	7,560		
展會期間電源供應 Power Supply during the Expo				
1	2000瓦插座 (照明用電) Socket 2000W for lighting only	3,150		
2	32安培220伏單相供電插座 Single-phase 32A/220V sockets	6,750		
3	32安培380伏3相供電插座 Triple-phase 32A/380V sockets	13,500		
4	63安培380伏3相供電插座 Triple-phase 63A/380V sockets	27,000		
5	1000瓦電源插座（24小時用電）Socket 1000W(220V) for 24 hours	2,100		
6	2000瓦電源插座（24小時用電）Socket 2000W(220V) for 24 hours	3,900		
7	3000瓦電源插座（24小時用電）Socket 3000W(220V) for 24 hours	5,700		
小計（澳門元）Sub-total (MOP)：				
於2026年3月24日 後之申請需額外繳付百分之三十附加費。 If the application is lodged after 24th March, 2026, a 30% additional fee will be charged.		30%附加費： 30% additional fee:		
於2026年4月1日 後及現場訂單之申請需額外繳付百分之五十附加費。 If the application is lodged after 1st April, 2026 and on site, a 50% additional fee will be charged.		50%附加費： 50% additional fee:		
總金額（澳門元）Total Amount (MOP)：				

此表格需連同所聘用之電工牌照副本交往：澳門友誼大馬路1023號南方大廈4樓「旅博會總承建」辦公室 或 傳真：(853) 2870 1083 或 電郵：contractor@mitexpo.mo。賬號信息請參見第1頁。諮詢電話: (853) 2870 0828。
Please send this form and the scanned copies of the electricians' licenses recognized by the Macao SAR Government to MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.° andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Contact Phone No.: (853) 2870 0828.

展商信息填寫回執 Exhibitor Information Receipt

公司名稱 Company Name：_____ 展位編號 Booth No.：_____

聯絡人 Contact：_____ 手機 Mobile Phone：_____ 傳真 Fax：_____

電郵 E-mail：_____

簽署及公司蓋章 Signature & Stamp：_____ 申請日期 Date：_____

4：《供排水設備租用》申請表 Application Form for Water Supply and Drainage Equipment Rental

表格 4 Form 4	供排水設備租用 Water Supply and Drainage Equipment Rental	提交截止日期： Deadline: 2026年3月24日 24th March, 2026

項目 No.	內容 Items	澳門元 MOP	數量 Quantity	金額 Amount
佈展及撤展期間臨時電源供應 Temporary Power Supply during Installation and Dismantling				
1	直徑19毫米供水管(供水壓力為1. 2 - 2 Bar，連5米供水喉，不含排水管及排水泵) 19mm-diameter water supply pipe (Water supply pressure: 1.2-2 Bar, with a 5m water supply hose, without pipe and pump for draining)	3,255		
2	排水管設施連污水排水泵 Drainage pipe facility connected with sewage drainage pump	3,255		
3	水槽連供水管，排水管及排水泵 Sink connected with water supply pipe, drainage pipe and drainage pump	5,425		
小計（澳門元）Sub-total (MOP)：				
於2026年3月24日 後之申請需額外繳付百分之三十附加費。 If the application is lodged after 24th March, 2026, a 30% additional fee will be charged.		30%附加費： 30% additional fee:		
於2026年4月1日 後及現場訂單之申請需額外繳付百分之五十附加費。 If the application is lodged after 1st April, 2026 and on site, a 50% additional fee will be charged.		50%附加費： 50% additional fee:		
總金額（澳門元）Total Amount (MOP)：				

備註 Remarks:
請在設計圖中標註所租用物品位置。將此表格填妥後， 連同所需附件資料交往：澳門友誼大馬路1023號南方大廈4樓「旅博會總承建」辦公室 或 傳真：(853) 2870 1083 或 電郵：contractor@mitexpo.mo。賬號信息請參見第1頁。諮詢電話: (853) 2870 0828。
Please mark the rented items on the floor plan (refer to the standard booth on page 7), and complete this form and sent it together with all necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.° andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Contact Phone No.: (853) 2870 0828.

展商信息填寫回執 Exhibitor Information Receipt

公司名稱 Company Name：_____ 展位編號 Booth No.：_____

聯絡人 Contact：_____ 手機 Mobile Phone：_____ 傳真 Fax：_____

電郵 E-mail：_____

簽署及公司蓋章 Signature & Stamp：_____ 申請日期 Date：_____

5：《通訊科技服務租用》申請表 Application Form for ICT Service Rental

表格 5 Form 5	通訊科技服務租用 ICT Service Rental	提交截止日期： Deadline: 2026年3月24日 24th March, 2026

項目 No.	內容 Items	澳門元 MOP	數量 Quantity	金額 Amount
	通訊設備 Communication Equipment			
1	信用卡線路(不包括信用卡處理機) Credit card lines (excluding POS terminal) - 經PABX系統接駁- Connected via the PABX system 中國銀行銀聯信用卡處理機：須另外報價；並須在2026年3月15日前申請。 Union Pay Credit Card POS terminal of Bank of China: A separate quotation is required. The applications must be made before 15th March, 2026.	1,100		
	數據網絡配置服務 Data Network Configuration Service			
2	寬頻互聯網連接(帶寬共用) Broadband internet connection (bandwidth sharing) - 只供電腦，列印機或者手提電腦單機使用；不可連接其他網絡設備。 - Only for computers, printers or laptops; cannot connect to other network devices. (RJ-45插頭；接口速度及雙工自動感應；用戶設備必須開啓 TCP/IP 和 DHCP 功能和關閉所有代理設置) (RJ-45 connector; interface speed and duplex auto-sensing; user equipment must enable TCP/IP and DHCP functions, and disable all proxy settings)	2,515		
3	乙太網絡交換機– (8接頭交換機) Ethernet switch-(8-connector switch) 供組群用戶使用；不包括網綫 -For group users; excluding network cables	1,415		
4	乙太網絡交換機– (24接頭交換機) Ethernet switch-(24-connector switch) 供群組用戶使用；不包括網線-For group users; excluding network cables	4,245		
	小計（澳門元）Sub-total (MOP)：			
	於2026年3月24日後之申請需額外繳付百分之三十附加費。 If the application is lodged after 24th March, 2026, a 30% additional fee will be charged.	30%附加費： 30% additional fee:		
	於2026年4月1日 後及現場訂單之申請需額外繳付百分之五十附加費。 If the application is lodged after 1st April, 2026 and on site, a 50% additional fee will be charged.	50%附加費： 50% additional fee:		
	總金額（澳門元）Total Amount (MOP)：			

備註 Remarks:

請在設計圖中標註所租用物品位置。請將此表格填妥後， 連同所需附件資料交往：澳門友誼大馬路1023號南方大廈4樓「旅博會總承建」辦公室 或 傳真：(853) 2870 1083或 電郵：contractor@mitexpo.mo。賬號信息請參見第1頁。諮詢電話: (853) 2870 0828。

Please mark the rented items on the custom-build floor plan and complete this form and sent it together with all necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.° andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Contact Phone No.: (853) 2870 0828.

展商信息填寫回執 Exhibitor Information Receipt

公司名稱 Company Name：_____ 展位編號 Booth No.：_____

聯絡人 Contact：_____ 手機 Mobile Phone：_____ 傳真 Fax：_____

電郵 E-mail：_____

簽署及公司蓋章 Signature & Stamp：_____ 申請日期 Date：_____

6：《大會展俱租用》申請表 Application Form for Exhibition Furniture Rental

表格 6 Form 6	大會展俱租用(1) Exhibition Furniture Rental(1)	提交截止日期： Deadline: 2026年3月24日 24th March, 2026

項目 No.	內容 Items	澳門元 MOP	數量 Quantity	金額 Amount
1	皮椅 (黑) leather chair (Black)	250		
2	摺椅 (白) folding chair (White)	100		
3	吧椅 White Barstool	300		
4	伊姆斯椅 (白) Eames Chair (White)	250		
5	單人沙發（1350mm 闊 x 800mm 深 x 800mm 高） White Single Sofa (1350mm in width x 800mm in depth x 800mm in height)	550		
6	簡易桌（1000mm 闊 x 500mm 深 x 750mm 高） Makeshift Table (1000mm in width x 500mm in depth x 750mm in height)	200		
7	詢問台A (1000mm 闊 x 500mm 深 x 750mm 高) Information Desks A (1000mm in width x 500mm in depth x 750mm in height)	500		
	詢問台B (1000mm 闊 x 500mm 深 x 1000mm 高) Information Desks B (1000mm in width x 500mm in depth x 1000mm in height)	550		
8	木質圓桌 (600mm x 740mm 高) Round Wooden table (600mm in diameter x 740mm in height)	300		
9	高吧桌 (600mm x 1100mm 高) High Bar (600mm in diameter x 1100mm in height)	380		
10	摺疊桌 (1200mm 闊 x 600mm 深 x 750mm 高) Collapsable Table (1200mm in width x 600mm in depth x 750mm in height)	380		
11	有鎖地櫃 (1000mm 闊 x 500mm 深 x 750mm 高) Floor cabinets with locks (1000mm in width x 500mm in depth x 750mm in height)	500		
12	正方台 (500mm 闊 x 500mm 深 x 750mm 高) Square platforms (500mm in width x 500mm in depth x 750mm in height)	280		
13	玻璃飾櫃連有鎖地櫃 (1000mm 闊 x 500mm 深 x 1000mm 高) Integrated glass showcase and floor cabinets with locks (1000mm in width x 500mm in depth x 1000mm in height)	2,200		
14	高玻璃飾櫃 (內置2支50瓦石英燈，不包括電插座) (1000mm 闊 x 500mm 深 x 2500mm) Tall glass showcase (with 2 50W quartz lamps inserted without sockets) (1000mm in width x 500mm in depth x 2500mm in height)	3,200		
15	等離子電視（可移動）(42吋) Plasma TV-Portable (42-inch)	1,920		
16	平放式木板 (1000mm 長 x 300mm 深) Flat wood planks (1000mm in length x 300mm in depth)	160		
17	斜放式木板 (1000mm 長 x 300mm 深) Reclining wood planks (1000mm in length x 300mm in depth)	160		
	雜誌架 (365mm 闊 x 250mm 深 x 1500mm 高) Magazine shelves (365mm in width x 250mm in depth x 1500mm in height)	450		
18	排隊柱連繩（2個起租） Stanchions with Ropes (minimum order:2)	150		
19	摺門 (950mm闊 x 2000mm高) Folding Door（950mm in width x 2000mm in height）	500		
20	綠植（葉門鐵-500mm高） Foliage(500mm in width x 2000mm in height)	180		

表格 6 Form 6	大會展俱租用(2) Exhibition Furniture Rental(2)	提交截止日期： Deadline: 2026年3月24日 24th March, 2026

項目 No.	內容 Items	澳門元 MOP	數量 Quantity	金額 Amount
21	綠植（散尾葵-1000-1500mm高） Green Plant (1000-1500mm in height)	220		
22	桌花（鮮花） Table Flower	380		
23	隔間板 (1000mm闊 x 2500mm高） Compartment board（1000mm in width x 2500mm in height）	200		
	小計（澳門元）Sub-total (MOP)：			
	於2026年3月24日 後之申請需額外繳付百分之三十附加費。 If the application is lodged after 24th March, 2026, a 30% additional fee will be charged.	30%附加費： 30% additional fee:		
	於2026年4月1日 後及現場訂單之申請需額外繳付百分之五十附加費。 If the application is lodged after 1st April, 2026 and on site, a 50% additional fee will be charged.	50%附加費： 50% additional fee:		
	總金額（澳門元）Total Amount (MOP)：			

備註 Remarks:

1.以上項目均為租賃形式，租用人須就該等物品的遺失或損壞負責，並須向標準展位承建商支付相關費用。
The above items are in the form of lease. The lessee shall be responsible for the loss or damage of these items and pay the relevant fees to the standard booth contractor.

2.已申請並派送到位的傢俱，如需更換則扣取租賃費用的30%作為人工費、材料費及施工費。
For the furniture that has been applied for and delivered in place, if it needs to be replaced, 30% of the rental cost will be deducted as labor cost, material fee and construction fee.

3.請在租賃設施位置圖(表格6b)中標註所租用物品位置。將已標註的光地展位設計圖連同此表格遞交至澳門友誼大馬路1023號南方大廈4樓「旅博會總承建」辦公室，或傳真：(853) 2870 1083，或電郵：contractor@mitexpo.mo。
Please mark the rented items on the Location Map of Leased Facilities (Form 6b), and submit the marked floor plan together with this form to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.° andar, Macau, or Fax: (853) 2870 1083, or E-mail: contractor@mitexpo.mo

展商信息填寫回執 Exhibitor Information Receipt

公司名稱 Company Name：_____ 展位編號 Booth No.：_____

聯絡人 Contact：_____ 手機 Mobile Phone：_____ 傳真 Fax：_____

電郵 E-mail：_____

簽署及公司蓋章 Signature & Stamp：_____ 申請日期 Date：_____

6a：《租用展俱參考圖》Reference Pictures of Rental Items

表格 6a Form 6a	租用展俱參考圖 Reference Pictures of Rental Items	提交截止日期： Deadline: 2026年3月24日 24th March, 2026

01 皮椅（黑）
Leather Chair（Black）
430W x 440D x 810Hmm

02 摺椅（白）
Folding Chair（White）
400W x 400D x 780Hmm

03 吧椅
White Barstool
390W x 340D x 830-1030mmH

04 伊姆斯椅(白)
Eames Chair（White）
460W x 460D x 800Hmm

05 單人沙發（白）
SIngle Sofa（White）
1350W x 800D x 800Hmm

06 簡易桌
Makeshift Table
1000W x 500D x 750Hmm

07 詢問台 A/B
Information Desks A/B
1000W x 500D x 750H/1000Hmm

08 木質圓桌
Round Wooden table
ø600 x 740Hmm

09 高吧桌
High Bar
ø600 x 1100Hmm

10 摺疊桌
Collapsable table
1200W x 600D x 750Hmm

11 有鎖地櫃
Floor cabinets with locks
1000W x 500D x 750Hmm

12 正方台
Square platforms
500W x 500D x 750Hmm

13 玻璃飾櫃連有鎖地櫃
Integrated glass showcase
and floor cabinets with locks
1000W x 500D x 1000Hmm

14 高玻璃飾櫃（含燈2只）
Tall glass showcase
1000W x 500D x 2500Hmm

15 等離子電視（可移動）
Plasma TV-Portable
42吋（42 Inch）

16 平放式/斜放式木板
Flat/Reclining wood planks
1000W x 300Dmm

17 雜誌架
Magazine shelves
365W x 250D x 1500Hmm

18 排隊柱連繩（2個起租）
Stanchions with Ropes
minimum order:2P

19 摺門
Folding Door
950W x 2000Hmm

20 綠植（葉門鐵）
Foliage
Approx.500Hmm

21 綠植（散尾葵）
Green Plant
Approx.1000-1500Hmm

22 桌花（鮮花）
Table Flower

23 隔間板
Compartment board
1000W x 2500Hmm

6b：《租賃設施位置圖》申請表 Application Form for Location Map of Leased Facilities

表格 6b Form 6b	租賃設施位置圖 Location Map of Leased Facilities	提交截止日期： Deadline: 2026年3月24日 24th March, 2026

■ 標準展位的參展商如有展位設施位置更改或租賃額外設施，請在下列圖示中標明位置：
The Exhibitor of standard booth who has the intention to change the position of available facilities or to rent additional facilities, please indicate clearly at below drawings

參考樣式
展位號：_____ 面積：_____ x _____

內容	x	數量
有鎖櫃間台	x	1
摺椅	x	2
廢紙箱	x	1
射燈	x	2
插座(500W)	x	1
_____	x	_____
_____	x	_____

Vertical View
Booth No.:_____ Booth Size:_____ x _____

Items	x	Quantity
lockable information counter	x	1
folding chair	x	2
waste paper basket	x	1
LED spotlights	x	2
socket(500W)	x	1
_____	x	_____
_____	x	_____

層板位置圖：

展開圖：

H:2.5m

Expanded view:

H:2.5m

高玻璃飾櫃 | 有鎖櫃間台 | 隔間板 | 白摺椅
玻璃飾櫃連有鎖地櫃 | 摺門 | 層板 | 圓桌
射燈 | 插座 | 光管

Tall glass showcase | Information Desks | Compartment board | Folding chair
Integrated glass showcase and floor cabinets with locks | Folding Door | Flat wood planks/ Reclining wood planks | Round table
LED spotlights | socket(500W) | Energy saving lamp

備註 Remarks:

- 所有標準展位配套設施（包括傢俱及電器）均不可更換。
  All arranged facilities for standard booth (including furniture and electrical appliances) cannot be replaced.
- 參展商的額外設備申請必須在2026年3月24日前提交並繳費成功，方為有效。
  The additional facility's application must be applied and paid successfully before 24th March, 2026
- 請將此表格遞交至：澳門友誼大馬路1023號南方大廈4樓「旅博會總承建」辦公室 或 傳真：(853) 2870 1083 或 電郵：contractor@mitexpo.mo。賬號信息請參見第1頁。查詢電話: (853) 2870 0828。Please complete this form and sent it together with all necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.° andar, Macau, or Fax：(853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Contact Phone No.: (853) 2870 0828.

展商信息填寫回執 Exhibitor Information Receipt

公司名稱 Company Name：_____ 展位編號 Booth No.：_____

聯絡人 Contact：_____ 手機 Mobile Phone：_____ 傳真 Fax：_____

電郵 E-mail：_____

簽署及公司蓋章 Signature & Stamp：_____ 申請日期 Date：_____

6c：《標準展位噴畫製作》定制單 Standard Booth Printing Order

表格 6c Form 6c	標準展位噴畫製作 Standard Booth Printing Order	提交截止日期： Deadline: 2026年3月24日 24th March, 2026

項目 No.	材質 Materials	單位 Unit	澳門元 MOP	數量 Quantity	金額 Amount
1	KT板 Foam Board（建議尺寸 Suggested Size：3mW x 2.5mH）	M^2	240		
			小計（澳門元）Sub-total (MOP)：		
	於2026年3月24日 後之申請需額外繳付百分之三十附加費。 If the application is lodged after 24th March, 2026, a 30% additional fee will be charged.		30%附加費： 30% additional fee:		
	於2026年4月1日 後及現場訂單之申請需額外繳付百分之五十附加費。 If the application is lodged after 1st April, 2026 and on site, a 50% additional fee will be charged.		50%附加費： 50% additional fee:		
			總金額（澳門元）Total Amount (MOP)：		

[使用說明]
1.請嚴格按照規範要求進行視覺設計（平面素材精度200dpi，顏色模式CMYK）；
Please carry out visual design in strict accordance with the specification requirements (plane material accuracy 200dpi, color mode CMYK);
2.最終文件請自行將所有平面內容的描邊&字體轉曲；
The graphic files should all be outlined before output;
3.最終文件以“文件夾”形式輸出，命名規則如下：
Please submit the output files by folder and name it as “Booth No._Expo Name”

參考圖尺寸：A: 3mW x 2.5mH
Suggested Size：A: 3mW x 2.5mH

備註 Remarks:
請將此表格填妥後，連同所需附件資料交往：澳門友誼大馬路1023號南方大廈4樓「旅博會總承建」辦公室 或 傳真：(853) 2870 1083 或 電郵：contractor@mitexpo.mo。 賬號信息請參見第1頁。諮詢電話: (853) 2870 0828。
Please complete this form and sent it together with all necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.° andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Contact Phone No.: (853) 2870 0828.

展商信息填寫回執 Exhibitor Information Receipt

公司名稱 Company Name：_____ 展位編號 Booth No.：_____

聯絡人 Contact：_____ 手機 Mobile Phone：_____ 傳真 Fax：_____

電郵 E-mail：_____

簽署及公司蓋章 Signature & Stamp：_____ 申請日期 Date：_____

7：《搬運物料設備租用》申請表 Application Form for Material Handling Equipment Rental

表格 7 Form 7	搬運物料設備租用 Material Handling Equipment Rental	提交截止日期： Deadline: 2026年3月24日 24th March, 2026

項目 No.	內容 Items	由 From 日期Date (日-月) (dd-mm)	由 From 時間Time (時:分) (hh:mm)	至 To 日期Date (日-月) (dd-mm)	至 To 時間Time (時:分) (hh:mm)	數量 Quantity	使用時間 Total Hours	澳門元 (每小時計) MOP（by Hour）	金額 Amount
	搬運物料設備租用 Material Handling Equipment Rental								
1	載重2.5公噸之石油氣叉車 LPG forklift truck with a capacity of 2.5 metric tons							628	
2	載重5公噸之石油氣叉車 LPG forklift truck with a capacity of 5 metric tons							950	
3	鉸剪升降台，可高達9.9米高 Hinged lifting platform, up to 9.9							755	
4	曲臂升降台 Crank-type lifting platform							915	
5	油壓車（唧車）可載重2公噸物料(唧長度爲200公分) Hydraulic pallet truck (200 cm in length) with a capacity of 2 metric tons							80	
6	油壓車（唧車）可載重2公噸物料(唧長度爲115公分) Hydraulic pallet truck (115 cm in length) with a capacity of 2 metric tons							80	
	小計（澳門元）Sub-total (MOP)：								
	於2026年3月24日 後之申請需額外繳付百分之三十附加費。 If the application is lodged after 24th March, 2026, a 30% additional fee will be charged.					30%附加費： 30% additional fee:			
	於2026年4月1日 後及現場訂單之申請需額外繳付百分之五十附加費。 If the application is lodged after 1st April, 2026 and on site, a 50% additional fee will be charged.					50%附加費： 50% additional fee:			
	總金額（澳門元）Total Amount (MOP)：								

備註 Remarks:

租用服務以四小時起計，提交申請時需交5,000澳門元按金，並於指定地點領取及歸還；申請人需自行配備操作員及購買操作員安全保險；請將此表格填妥後， 連同所需附件資料交往：澳門友誼大馬路1023號南方大廈4樓「旅博會總承建」辦公室 或 傳真：(853) 2870 1083 或 電郵：contractor@mitexpo.mo。 賬號信息請參見第1頁。諮詢電話: (853) 2870 0828。

The equipment is rented for four hours basis, with a deposit of MOP5,000, and should be collected and returned at the designated location. The exhibitor shall be responsible for arranging its operator with insurance covered. Please complete this form and sent it together with all necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.° andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Contact Phone No.: (853) 2870 0828.

展商信息填寫回執 Exhibitor Information Receipt

公司名稱 Company Name：_____ 展位編號 Booth No.：_____

聯絡人 Contact：_____ 手機 Mobile Phone：_____ 傳真 Fax：_____

電郵 E-mail：_____

簽署及公司蓋章 Signature & Stamp：_____ 申請日期 Date：_____

8：《吊重設備租用》申請表 Application Form for Hanging Equipment Rental

表格 8 Form 8	吊重設備租用 Hanging Equipment Rental	提交截止日期： Deadline: 2026年3月24日 24th March, 2026

項目 No.	內容 Items	使用期 Usage Period 由 From (日-月)(dd-mm)	至 To (日-月)(dd-mm)	數量 Quantity	每點每日 Per Point Per Day (澳門元)(MOP)	
1	懸掛小於20公斤的橫額于展館天花現有吊點 (橫額最大為4米寬x 2米高，只用2吊點) Hanging banners of less than 20 kg in weight to ceiling existing rigging points (max. size of banner is 4mW x 2mH, using 2 rig points only)				每點每活動 Per Point Per Event 1,600	
2	懸掛多於20公斤或尺寸大於4米寬x 2米高的橫額於天花現有吊點 Hanging banners more than 20 kg in weight & size bigger than 4mW x 2mH to ceiling existing rigging points				另行報價 Request for Quotation	
3	在展館內提供可承托400公斤之吊點 - 吊點位置位於展館現有橫梁上 Provide rig points in Exhibition Hall (Capacity 400kg) – On existing I-beam				每點每活動 Per Point Per Event 2,200	
4	在展館內提供可承托400公斤之吊點 - 吊點位置不位於展館現有橫梁上 Provide rig points in Exhibition Hall (Capacity 400kg) – NOT on existing I-beam				每點每活動 Per Point Per Event 3,000	
5	租用半噸手動吊重器 CM Hurricane 1/2 Ton Manual Chain Hoist				800	
6	租用一噸手動吊重器 CM Hurricane 1 Ton Manual Chain Hoist				900	
7	租用半噸電動吊重器及線材 CM Load 1/2 Ton Electrical Chain Hoist (Check with Hotel) with cables				1,800	
8	租用一噸電動吊重器及線材 CM Load 1 Ton Electrical Chain Hoist (Check with Hotel) with cables				2,000	
					小計（澳門元）Sub-total (MOP)：	
	於2026年3月24日 後之申請需額外繳付百分之三十附加費。 If the application is lodged after 24th March, 2026, a 30% additional fee will be charged.				30%附加費： 30% additional fee:	
	於2026年4月1日 後及現場訂單之申請需額外繳付百分之五十附加費。 If the application is lodged after 1st April, 2026 and on site, a 50% additional fee will be charged.				50%附加費： 50% additional fee:	
					總金額（澳門元）Total Amount (MOP)：	

請將此表格填妥後, 連同所需附件資料交往：澳門友誼大馬路1023號南方大廈4樓「旅博會總承建」辦公室 或 傳真：(853) 2870 1083 或 電郵：contractor@mitexpo.mo。 賬號信息請參見第1頁。諮詢電話: (853) 2870 0828。

Please complete this form and sent it together with all necessary attachments to: MITE Official Contractor's Office at Avenida da Amizade, No. 1023 Edif. Nam Fong, 4.° andar, Macau, or Fax: (853) 2870 1083 or Email: contractor@mitexpo.mo. Please refer to page 1 for the account information. Contact Phone No.: (853) 2870 0828.

展商信息填寫回執 Exhibitor Information Receipt

公司名稱 Company Name：_____ 展位編號 Booth No.：_____

聯絡人 Contact：_____ 手機 Mobile Phone：_____ 傳真 Fax：_____

電郵 E-mail：_____

簽署及公司蓋章 Signature & Stamp：_____ 申請日期 Date：_____

9：《展品運輸》申請表 Application Form for Freight Forwarding

表格 9 Form 9	展品運輸 Freight Forwarding	提交截止日期： Deadline: 2026年3月24日 24th March, 2026

參展商: Exhibitor						展位編號: Booth No.	
地址: Address							
聯絡人: Contact		電話: Tel		傳真: Fax		郵箱: Email	

澳門、內地及香港(請在口中打√)
Macao, Mainland China, Hong Kong(Please 'tick' in the box)

☐澳門公司
金柏國際展覽運輸(澳門)有限公司
聯繫人：梁穎杰
電話：(853) 2838 9486
(853) 6283 2643
(86) 159 2079 8425
微信號：kerryL8800
傳真: (853) 2835 6533
電郵: kerry@jes.com.hk

☐Macao-Based Company
JES Logistics (Macau) Limited
Contact: Kerry Leong
Tel: (853) 2838 9486
(853) 6283 2643
(86) 159 2079 8425
WeChat-ID: kerryL8800
Fax: (853) 2835 6533
E-mail: kerry@jes.com.hk

☐廣州公司
廣州金怡展覽服務有限公司
聯繫人：梁錦常
電話：(86-20) 8355 9738
傳真：(86-20) 8355 3765
電郵：frank@jes.com.hk

☐Guangzhou-Based Company
Guangzhou JES Exhibition Services Limited
Contact: Frank Liang
Tel: (86-20) 8355 9738
Fax: (86-20) 8355 3765
E-mail: frank@jes.com.hk

☐香港辦事處
金怡國際展運有限公司
聯繫人: 簡華鈿
電話: (852) 2563 6645
傳真: (852) 2597 5057
電郵: info@jes.com.hk

☐HongKong Office
JES Logistics Limited
Contact: Jerry Kan
Tel: (852) 2563 6645
Fax: (852) 2597 5057
E-mail: info@jes.com.hk

付運方式(請在口中打√)：
Means of Transportation(Please 'tick' in the box)

☐ 空運 By Air
展品自 _____ 至香港國際機場
Collect exhibits from_____ to Hong Kong International Airport

展品自 _____ 澳門國際機場
Collect exhibits from_____ to Macao International Airport

☐ 海運 By Sea

☐ 陸運 By Land

箱號 Case No.	尺碼 Size: LxWxH 厘米cm	體積 VOL.	毛重（公斤） G.weight(kg)	展品明細 Product Specification	數量 Qty	單價 Unit Price 美金USD	總價 Total Price 美金USD	展品處理 Disposals		
								A	B	C
				總價Total Price				A.回運（Return） B.銷售（Sell） C.消耗（Consumed）		
總體積 Total Volume										
總重量Total Weight										

本人謹此證明以上提供之資料確實無誤
I hereby certify the information provided above is true and correct.

簽署及公司蓋章 Signature & Stamp　　填寫日期 Date

備註 Notes：
此表格遞交至：澳門新馬路99號南華商業大廈8樓F室，傳真：(853)2835 6533，電郵：kerry@jes.com.hk
This form shall be submitted to: Avenida de Almeida Ribeiro，No.99, Edf. Nam Wah Commercial，8° andar F，Macau
Fax: (853) 2835 6533 E-mail：kerry@jes.com.hk

10：《展品出館許可單》Exhibit Exit Permission Form

表格 10 Form 10	展品出館許可單 Exhibit Exit Permission Form	提交截止日期： Deadline: 2026年4月27日 27th April, 2026

運出展品清單 List for exhibits move-out

序號 No.	貨品明細 Product Specification	數量 Qty
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	總計Total：	

備註 Remarks:
請填妥此表格並通知大會總承建辦公室核實後蓋章，保安人員放行需核對此單及物品。
Please fill in this form and inform the Official Contractor for verification and stamp. Security personnel need to check this list and items for release.

展商信息填寫 Exhibitor Information

公司名稱 Company Name：_____ 展位編號 Booth No.：_____

聯絡人 Contact：_____ 手機 Mobile Phone：_____ 傳真 Fax：_____

電郵 E-mail：_____

_____
大會總承建蓋章 Official Contractor Stamp

11：《光地展位承建商撤展驗收單》Custom-build Booth Contractor Move-out Acceptance Certificate

表格 11 Form 11	光地展位承建商撤展驗收單 Custom-build Booth Contractor Move-out Acceptance Certificate	提交截止日期： Deadline: 2026年4月27日 27th April, 2026

公司名稱 Company Name：_____ 展位編號 Booth No.：_____

承建商名稱 Contractor Name：_____ 承建商負責人 Contact Person：_____

手機 Mobile Phone：_____ 拆展時間 Move-out time：_____

此部份由大會總承建填寫 This part is completed by the Official Contractor
拆展情況 Move-out Status： □ 合格 Qualified □ 不合格 Disqualified 備註 Notes：

* 承建商必需於展覽會結束後把展位物料及廢物清理妥當及裝置無任何損壞，並通知大會總承建辦公室檢查驗收並獲通過，則按金將於展覽會結束後一個月內發還。
The contractor must clean up the booth materials and wastes after the exhibition, ensure the installation is free from any damage and notify the Official Contractor for inspection and acceptance, then the deposit will be refunded within one month after the exhibition.

_____
承建商負責人簽署
Contractor Signature

_____
大會總承建負責人簽署
Official Contractor Signature

* 大會總承建留存 Archive by the Official Contractor

主辦單位 Organizer

澳門特別行政區政府旅遊局
DIRECÇÃO DOS SERVIÇOS DE TURISMO
MACAO GOVERNMENT TOURISM OFFICE

支持單位 Supporting Entities

中華人民共和國文化和旅遊部
MINISTRY OF CULTURE AND TOURISM OF THE PEOPLE'S REPUBLIC OF CHINA

中央人民政府駐澳門特別行政區聯絡辦公室
LIAISON OFFICE OF THE CENTRAL PEOPLE'S GOVERNMENT IN THE MACAO S.A.R.

中華人民共和國外交部駐澳門特別行政區特派員公署
Office of the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China in the Macao Special Administrative Region

協辦單位 Co-organizers

經濟及科技發展局
Direcção dos Serviços de Economia e Desenvolvimento Tecnológico

中國－葡語國家經貿合作論壇（澳門）常設秘書處
SECRETARIADO PERMANENTE DO FÓRUM PARA A COOPERAÇÃO ECONÓMICA E COMERCIAL ENTRE A CHINA E OS PAÍSES DE LÍNGUA PORTUGUESA (MACAU)

橫琴經濟發展局
ECDHengqin

澳門街坊會聯合總會
União Geral das Associações dos Moradores de Macau

澳門婦女聯合總會
Associação Geral das Mulheres de Macau
The Women's General Association of Macau

澳門旅遊商會
ASSOCIAÇÃO DAS AGÊNCIAS DE TURISMO DE MACAU
ASSOCIATION OF MACAO TOURIST AGENTS

Associação de Hotéis de Macau
Macau Hotel Association 澳門酒店協會

招商投資促進局
Instituto de Promoção do Comércio e do Investimento
Commerce and Investment Promotion Institute

澳門特別行政區政府文化局
INSTITUTO CULTURAL do Governo da Região Administrativa Especial de Macau

澳門中華總商會
ASSOCIAÇÃO COMERCIAL DE MACAU
MACAO CHAMBER OF COMMERCE

澳門工會聯合總會
Federação das Associações dos Operários de Macau

澳門歸僑總會
ASSOCIATION OF RETURNED OVERSEAS CHINESE MACAU

TICM
澳門旅遊業議會
TRAVEL INDUSTRY COUNCIL OF MACAU

澳門酒店旅業商會
ASSOCIAÇÃO DOS HOTELEIROS DE MACAU
MACAU HOTELIERS & INNKEEPERS ASSOCIATION

承辦單位 Coordinator

澳門旅行社協會
Associação das Agências de Viagens de Macau
Macau Travel Agency Association

官網
Official Website

微信
WeChat

Facebook

參展查詢 / Enquiry:

電話 / TEL：(853) 2870 3707
傳真 / FAX：(853) 2870 0238
官方網站 / Website：www.mitexpo.mo
電子郵箱 / E-mail：info@mitexpo.mo