

「商務促進中心」多功能會議廳之使用規範

目的:

1. 協助企業拓展市場，尋找商機;
2. 鼓勵本地商會/企業利用「中心」與外地商會/企業進行各種形式之交流活動。

申請對象:

1. 商會/機構、政府部門及半官方機構;
2. 駐「中心」之商會/機構及現正使用「中心」臨時辦公室之企業;
3. 由相關商會或官方機構推薦的本地中小企業，且所舉辦活動之目的須為拓展市場或推動澳門經濟發展。

申請程序:

1. 申請：借用或租用多功能會議廳之企業/團體必須填寫「中心」專用申請表，及附加該活動之內容資料。如有需要，「中心」可要求提交更多資料。所有使用/租之申請應於使用日期最少七個工作天前提交。
2. 通知：本局於收到申請後七個工作天內以電郵/傳真回覆。緊急情況可作特別處理。
3. 支付：申請之企業/團體需於活動舉辦前以澳門幣現金或支票支付租用設施之費用¹；「中心」為此開列收據。
4. 取消：若獲批准後因故取消，申請者須即時以電郵、傳真或函件等方式書面通知「中心」有關取消事宜。

鼓勵及優惠:

1. 為鼓勵本地及外地政府機構、商會及商務機構與本局合作，凡本局協助或支持，且目的為推動澳門經濟發展，促進商會及企業合作，開拓市場之活動，均可申請豁免場地、非辦公時間之冷氣及本局人員加班等費用。但最終批准與否，由本局視情況而定。
2. 為協助投資者(企業)在本澳落實投資項目及開展前期工作，獲批准使用「中心」臨時辦公室之企業，在駐場期內可免費使用20樓之多功能會議廳或租賃19樓多功能會議廳。

其他注意事項:

1. 申請單位必須同時遞交是次活動之綱要及舉辦活動之公司/機構簡介。
2. 活動內容須在商務經濟範疇內，但不能藉活動直接收取任何利益。
3. 申請獲批後，主辦單位須儘早與「中心」聯繫有關設施之安排。
4. 使用設施及設備後，使用者有責任以良好狀況退回給「中心」。如有任何損毀，需負上賠償之責任。
5. 如活動內容與申請不符，「中心」將保留取消再度使用設施之權利。「中心」對活動內所發表的言論及內容不負任何法律責任，並保留使用「中心」設施及設備的最終使用權。
6. 舉辦活動時，「中心」祇提供茶水間以作茶點擺放區。申請者負責所有餐飲到會之安排及事後清理場地。
7. 如活動當日遇8號或以上之颱風，凡在「中心」舉辦之活動均將自動取消，申請者事後可重新安排活動日期。
8. 如因特別事故，突發事件或其他不可抗力之情況令活動不能如期舉行，本局將不負任何責任。

The rules and regulations for using the multi-function conference halls of MBSC

Objectives:

1. To assist enterprises to exploit potential markets and explore business opportunities;
2. To promote activities that facilitate exchanges between local and overseas business associations/enterprises through utilizing the resources of MBSC.

Applicants:

1. Business association/organization, government and quasi-official institution;
2. Business Association/organization station at MBSC or tenant of the temporary office of MBSC;
3. Local small and medium-sized enterprises, which are recommended by business associations or government institutes that organize events aiming at market exploitation or promoting Macao's economic development.

Application procedures:

1. Application: Applicants must complete the specific application form and submit it with the relevant information of the activities to the reception. MBSC will request for more information when necessary. Applicants must submit the application form seven working days before the activities take place.
2. Notification: MBSC will reply by e-mail or fax in seven days upon receiving the application. In case of urgency, special arrangement will be applied.
3. Payment: Applicants must settle all the expenses in cash (MOP) or check before the activities take place and receipt will be issued accordingly.
4. Cancellation: Upon receiving the approval of the application, applicant must inform MBSC immediately by e-mail, fax or letter in case of canceling the activities.

Incentives and grants:

1. In order to encourage local and overseas government institutions, business associations and commercial organizations to cooperate with IPIM, activities, which are co-organised or supported by IPIM, with the objectives of promoting Macao's economic development, facilitating co-operations between enterprises and exploit potential markets, charges for using the venues, the air-conditioning and the technicians for non-office hours may be exempted on request. However, IPIM will reserve the right to make the final decision according to the actual situation.
2. In order to assist investors to implement the investment plans and to initiate the preliminary stage of the business in Macao, enterprises that are approved to use the temporary offices may use the multi-function room on 20th floor during their stay for free or rent the multi-functional room on 19th floor.

Other important notices:

1. Applicant must attach a rundown of the activity and a company/organization profile.
2. All activities must be business related, admission and any direct sales involving payment of exchange are not allowed.
3. Upon the approval of the application, organizer has to contact the staff of MBSC to confirm the arrangement of the facilities required as soon as possible.
4. User is responsible for restoring function rooms to condition noted on arrival. He/She is liable for any damage caused to use areas.
5. MBSC reserves the right to refuse any further usage of the facilities if the actual content of the activity does not tally with the issues stated in the request form. Under no circumstances will the centre accept any legal responsibility for the content neither of the presentations nor of any views held and expressed by any of the speakers. MBSC reserves the ultimate right in using the facilities and equipment of the center.
6. Applicant can only arrange caterings in the recreation area and is responsible to arrange the catering service and vacate the venue after the event.
7. If typhoon signal number eight or above was hoisted, all bookings will be cancelled and applicants can re-arrange another date for the activities according to the availability of the venue(s).
8. IPIM will not take any responsibility caused by the cancellation of the bookings due to emergency, special incidents or other situations beyond the control of IPIM.

¹ 有關使用場地及設施之收費，請參閱「中心」設施收費表或向「中心」人員查詢，電話: 853-28728212，傳真:853-28727123，電郵:mbsc@ipim.gov.mo。
For the price of using the venues and services of MBSC, please refer to the price list attached or contact the staff of MBSC on Tel: 853-28728212, Fax: 853-28727123 or by e-mail: mbsc@ipim.gov.mo.

商務促進中心多功能會議廳收費表
Price list for the Multi-function Conference Halls of MBSC

²收費（澳門幣）Price (MOP)			19 樓多功能會議廳 Multi-functional Hall on 19 th Fl			20 樓多功能會議廳 Multi-functional Hall on 20 th Floor
			全場〔約 200 人〕 Complete Hall (App. 200 pax)	Hall 1 + Hall 2 (約 130 人) Hall 1+Hall 2 (App. 130 pax)	Hall 3 (約 60 人) Hall 3 (App. 60 pax)	全場 〔約 100 人〕 Complete Hall (App. 100 pax)
辦公時間 Office hours (星期一至五 9:00-18:00 Mon.-Fri. 9:00-18:00)	設備 Facilities	全日（8 小時） Full-day (8hr)	\$ 800	\$ 500	\$ 300	免費 Free of charge
		半日-（4 小時） Half-day (4hr)	\$ 500	\$ 300	\$ 180	免費 Free of charge
		超時（每小時計算）Over-time(per hour)	\$ 130	\$ 130	\$ 130	免費 Free of charge
	冷氣費 Air-condition	每小時計算 Price per hour	免費 Free of charge	免費 Free of charge	免費 Free of charge	免費 Free of charge
	技術員 Technician	每小時計算 Price per hour	免費 Free of charge	免費 Free of charge	免費 Free of charge	免費 Free of charge
	產品展示區/展覽區 ² Product display/ exhibition area ²	每天計算（免費提供展板） Price per day(exhibition boards will be provided)	\$ 300	\$ 300	\$ 300	-
非辦公時間 Non-office hours (星期一至五非辦 公時間、星期六、 日及政府公眾假期 Non-office hours from Monday to Friday, Saturday, Sunday and Public Holidays)	設備 Facilities	全日（8 小時） Full-day (8hr)	\$1600	\$ 1000	\$ 600	\$ 800
		半日-（4 小時） Half-day (4hr)	\$ 1000	\$ 600	\$ 360	\$ 500
		超時（每小時計算）Over-time(per hour)	\$ 260	\$ 260	\$ 260	\$ 130
	冷氣費 Air-condition	每小時計算 Price per hour	\$ 300	\$ 300	\$ 300	\$ 300
	技術員 Technician	每小時計算 Price per hour	\$400	\$400	\$400	\$400

註 / Note:

1. 由本局協辦或支持各地政府/商會/團體舉辦之活動，可申請豁免場地、非辦公時間之冷氣及本局人員加班等費用。Activities that are co-organised or supported by IPIM, can apply for the exemption of the charges for using the venues, air-conditioning as well as technicians for non-office hours.
2. 產品展示區只可與場地一起租用。The product display/exhibition area is restricted to be reserved together with the multi-function conference hall on Saturday, Sunday or public holidays.

「中心」將於收到申請表及附加文件後七個工作天內回覆。

MBSC will reply the applicant in seven days upon receiving the completed application form and relevant documents.