



澳門貿易投資促進局

INSTITUTO DE PROMOÇÃO DO COMÉRCIO E DO INVESTIMENTO DE MACAU
MACAO TRADE AND INVESTMENT PROMOTION INSTITUTE

Convention and Exhibition Stimulation Programme

**Terms and Conditions
(Revision 1)**

Effective from 21 February 2017



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- Name of the Programme:** The Convention and Exhibition Stimulation Programme
- Responsible Department:** Macao Trade and Investment Promotion Institute – Promotional Activities and Development of Conventions and Exhibitions Department
- Place of Application:** Macao Trade and Investment Promotion Institute
4th Floor, World Trade Centre Building,
918 Avenida da Amizade, Macao
- Means of Application:** Submission can be made in person, by mail, email or fax to the Macao Trade and Investment Promotion Institute
- Date of Commencement:** Effective from 21 February 2017
- Office Hours:** Monday to Thursday: 09:00-13:00, 14:30-17:45
Friday: 09:00-13:00. 14:30-17:30
- Enquiries:** Tel: (853) 8798 9292
Fax: (853) 2872 6777
Email: cesp@ipim.gov.mo
Website: www.ipim.gov.mo

(1) Objective:

The Convention and Exhibition Stimulation Programme aims to provide basic assistance and financial support to organisers and event planners of meetings/conventions or exhibitions to be held in Macao. The objective of the Programme is to enhance the competitiveness of the MICE industry and help develop Macao as a MICE events destination.

(2) Target:

Organisers and planners of events, which include individual, legal entity or organisation planning and organising meetings/conventions and/or exhibitions in Macao (hereinafter referred to as “Applicant”).

(3) Scope:

The Programme provides basic assistance and/or financial support for the following events to be organised and held by Qualified Applicants in Macao:

- ◆ Confirmed meetings/conventions or exhibitions; and
- ◆ Meetings/conventions or exhibitions with potential and planned to be held.



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(4) Eligibility and Limitations:

The Applicant can be an individual, enterprise or association, and subject to the following conditions:

- (4.1) The same type of event under the same theme organised by the same Applicant will be granted financial support only twice within the same fiscal year.
- (4.2) All Applicants shall first go through a pre-assessment process in order to ascertain whether their events are eligible for the Programme.
- (4.3) The service providers employed by the supported Event shall possess valid operating licences or be legally registered in Macao.
- (4.4) The Applicant shall report all relevant information about the support applied for and granted by other Macao SAR government departments or institutions.

(5) Approval and Assessment

- (5.1) Starting from the commencement of the Programme, financial support and granted through the Programme is always coming from public funds. As such, the Grantor exercises discretion when assessing applications, to ensure that public resources are being used in an appropriate and prudent manner.
- (5.2) The Grantor takes the following criteria into considerations, such as event nature, degree of internationalization, theme of event, timing, scale, duration, professionalism, past event reference, economic benefit to local community, etc. The Grantor will include, but not limited to, the abovementioned conditions, before making a decision to approve, partially approve or deny an application:
 - (5.2.1) Whether the event concerned is being held in the public interest.
 - (5.2.2) The contribution of hosting the event and previous related activities to society.
 - (5.2.3) Whether the hosting of the event concerned is in compliance with the development needs of the convention and exhibition industry of Macao.
 - (5.2.4) Whether the expenditure to be made on supporting the project in the application conforms to the principles of efficiency, effectiveness and economy.
 - (5.2.5) Past records of the Applicant and connected parties in terms of event organisation and the management of applications through the Programme and the “International Meeting and Trade Fair Support Programme”.
 - (5.2.6) The availability of funds set aside for the Programme.
 - (5.2.7) Whether the event in the application is in compliance with the terms and conditions of the Programme.
 - (5.2.8) Subsidies received or expected to be received from other governmental departments or bodies.
- (5.3) The Grantor, acting in the public interest and under all circumstances, reserves



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the right to deny approval of applications submitted.

(6) Nature:

The Programme is a non-remunerated incentive measure to provide basic assistance and financial support. The financial support aims to provide assistance to the actual expenses of applicant for organising relevant events and will not constitute the revenue, commission or income of a similar nature. Basic assistance mainly aims to provide administrative assistance to applicant for organising meetings/conventions or exhibitions in Macao.

(7) Application Period:

All applications and required documents shall be submitted to the Macao Trade and Investment Promotion Institute at least 70 days prior to the commencement date of the Event.

In the case of the modification of a submitted application, the Applicant concerned shall notify the Macao Trade and Investment Promotion Institute in writing at least 70 days prior to the commencement date of the Event.

In the case of the cancellation of a submitted application, the Applicant concerned shall notify the Macao Trade and Investment Promotion Institute in writing at least 45 days prior to the commencement date of the Event.

Failure to submit or supplement an application with all necessary documents before or on the aforementioned deadline shall result in disqualification.

(8) Event Categorisation and Details of Support to be Provided:

(8.1) Confirmed Meetings/Conventions

(i) Definition: To fulfil the requirements of the Programme, “Confirmed Meetings/Conventions” should comply with the following conditions:

- ◆ The Event must have a minimum of 100 participants, among which, non-local participants should be no less than 40%.
- ◆ The Event must consist of a minimum of 2 consecutive full-day meetings in Macao, or 1 full-day meeting with 1 day activity being held in Macao, and the participants shall stay in local hotels for at least 1 night during the Event (The actual meeting duration of the 2 full-day meeting should not be less than 8 hours; and no less than 4 hours for 1 full-day meeting, and no less than 3 hours for 1 day activity).



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(ii) Basic Assistance:

- ◆ Complimentary tourist information kits and welcome gifts.
- ◆ Macao Promotional video.
- ◆ Event information published in relevant websites of the Macao SAR Government.
- ◆ Distribution of Event information at the reception of the Macao Trade and Investment Promotion Institute and the information counters of the Macao Government Tourist Office.
- ◆ Free admission to the Wine Museum and Grand Prix Museum.
- ◆ Facilitation in liaison with relevant government departments as needed.
- ◆ Bidding Support - Provide documentary proof for supporting the event to be held in Macao, and providing assistance to promote Macao as the event destination in the bidding process.

(The provision of the basic assistance mentioned above is subject to individual cases.)

(iii) Financial Support:

Accommodation

The support of 10% of the accommodation costs incurred at local hotels with a maximum of 5 nights' stay will be granted, subject to the following conditions:

- ◆ The maximum room rate eligible for the support is MOP1,300 per night, including service charge and taxes.
- ◆ Applicable duration of stay is defined as the two nights before the first day of the event until the two nights following the completion of the Event. The duration of stay granted with financial support should reasonably include the dates in which the Event is held.

Food and Beverage or Meeting Package

The support of a maximum of MOP300 for the Food and Beverage (F&B) expenses or meeting package expenses for each participant will be granted, subject to the following conditions:

- ◆ The catering venues used by the Event participants shall have valid operating licences issued by the Macao Government Tourist Office or the Civic and Municipal Affairs Bureau.
- ◆ F&B shall be consumed during the Event or 1 day prior/after the Event.
- ◆ The F&B support is granted based on the actual expenditure, subject to a maximum of MOP300 per person.
- ◆ The F&B expenditure applies to one meal at which all participants attend.

Keynote Speaker and Head of Delegation

Each Keynote Speaker and Head of Delegation shall receive a maximum fixed amount grant as follows:

- ◆ Guangdong Province/Hong Kong : MOP1,200



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- ◆ Mainland China (outside Guangdong province)/ Asian Regions: MOP4,000
- ◆ Regions outside Asia: MOP7,000

Subject to the following conditions:

- ◆ Each Keynote Speaker and Head of Delegation must stay in a hotel in Macao.
- ◆ With respect to a supported Event, the number of supported Keynote Speakers shall be no more than 30;
- ◆ With respect to a supported Event, the number of supported Heads of Delegation shall be no more than 30, and each delegation shall have a minimum of 3 members. The delegation formed based on relevant country, region, association etc.

Promotion and Marketing

A grant of 50% of the promotion and marketing costs, up to a maximum amount of MOP100,000. Expenses on promotional and marketing activities, including expenses incurred during the period between 6 months prior to and 1 month after the Event.

Simultaneous Interpretation and Document Translations

A grant of 15% of the costs incurred, up to a maximum amount of MOP20,000 on simultaneous interpretation and document translations. Simultaneous interpretation expenses include the expenditure incurred during the full-day meetings and the half-day activity, and the cost for document translations, and the translation expenses for promotion and meeting documents.

Transportation Support - Local Community

A maximum MOP80,000 transportation support will be provided for hiring shuttle buses for going to and from the community (i.e. going to the city center for side-event or sightseeing purposes; but not including the event service for providing shuttle buses going to and from the event venue and ports-of-entry). Applicant must hire a local travel agency or a Destination Management Company for the transportation arrangement.

Financial Support for Event Planning and Management Fee for Local Professional Congress Organiser

Requirements:

- ◆ Applicant should be local non-profit association or organisation in Macao;
- ◆ Applicant should hire local professional congress organiser to assist in organising the meeting/conference;
- ◆ The Event should be successfully bid and admitted by International Congress and Convention Association (ICCA) and provide relevant approved documents.



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Financial Support:

- ◆ Maximum support is MOP200,000.
- ◆ Financial support will be delivered in 2 installments, the down payment (50%) will be delivered after the applicant countersigned the contract with local professional congress organiser, the remaining amount (50%) will be delivered after the event finished;
- ◆ Actual amount of financial support will be verified by IPIM according to the event details and quotations for assessment.

(8.2) Potential Meetings/Conventions

(i) Definition: To fulfil the requirements of the Programme, “Meetings/Conventions with Potential” should comply with the following conditions:

- ◆ The Event to be bid for shall be expected to have a minimum of 300 participants.
- ◆ The Event must consist of a minimum of 3 consecutive full-day meetings held in Macao, or a 2 consecutive full-day meetings with a half-day activity held in Macao, and the participants shall stay in local hotels for at least 2 consecutive nights during the Event (The actual meeting duration of the three-full day meeting should not be less than 12 hours, or no less than 10 hours for a two-full-day meeting, and no less than 3 hours for a half day activity).
- ◆ The key decision makers shall be identified appropriately.

(ii) Site Inspection

The support of the round-trip transportation expenses to and from Macao (maximum MOP40,000 per person), local transportation expenses (maximum MOP3,000 per day) and a maximum of 3 nights’ accommodation costs incurred at local hotels for each person, subject to a maximum of 4 key decision makers. The maximum room rate eligible for the support is MOP1,300 per night, including service charges and taxes.

(iii) Bidding Assistance:

The grant includes the round-trip transportation expenses to and from Macao (maximum MOP40,000 per person), participation fee, as well as bidding consultation, subject to a maximum of 4 key decision makers. The Applicant shall pass the pre-assessment by Macao Trade and Investment Promotion Institute on the actual hosting possibility of the Event in Macao as well as on the prerequisites specified by the event owners or the relevant associations.

(iv) Bidding Support:

To assist local organisations/chambers of commerce to become regional or international association of industries. Applicant shall receive financial support of 50% of the membership fee for regional or international association of industries (with a limit of MOP20,000 for a maximum of 3 years), subject to the following conditions:



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- ◆ Joining a regional/international association of industries with the objective of bidding for regional/international events to be held in Macao. Successful applicants receiving the grant should submit bidding plan to the regional/international association within two years for a bid to organise the relevant event to be held in Macao.
- ◆ Regional/international associations should be a representative of the industry or accredited by international convention and exhibition organisation. Each applicant may receive the grant for a maximum 3 times.

(8.3) Confirmed Exhibitions

(i) Definition: To fulfil the requirements of the Programme, “Confirmed Exhibitions” should comply with the following conditions:

- ◆ The Exhibition shall be held for at least 3 consecutive days in Macao, with the actual exhibition time of no less than 6 hours per day.
- ◆ The exhibition area shall have a minimum of 1,000 square metres of actual paid rental space per day, with a minimum of 30 exhibitors (each exhibitor should set up at least one standard exhibition booth of 9 square metres).
- ◆ Exhibitors should ensure that there should be at least one of the exhibitor’s members of staff on duty at the booth during the period of the exhibition.
- ◆ The net exhibition area should be relevant to the theme of the exhibition and be of reasonable proportions.

(ii) Basic Assistance:

- ◆ Complimentary tourist information kits and welcome gifts.
- ◆ Macao Promotional video.
- ◆ Event information published in relevant websites of the Macao SAR Government
Distribution of Event information at the reception of the Macao Trade and Investment Promotion Institute and the information counters of the Macao Government Tourist Office (subject to individual situation).
- ◆ Free admission to the Wine Museum and Grand Prix Museum.
- ◆ Facilitation in liaison with relevant government departments as needed.
- ◆ Providing bidding support: Provide documentary proof of supporting the Event to be held in Macao, and providing assistance to promote Macao as the event destination in the bidding process.

(The provision of the basic assistance mentioned above is subject to individual cases.)

(iii) Financial Support:

Venue Rental

The support of 25% of the exhibition Venue Rental actual expenses will be granted,



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with a maximum cap at as MOP26 per square metre.

Accommodation

The support of 10% of the accommodation cost incurred at local hotels with a maximum of 5 nights' stay will be granted, subject to the following conditions:

- ◆ The Exhibition shall rent a minimum of 100 rooms per night in local hotels with 2 consecutive nights of stay.
- ◆ The maximum room rate eligible for the support is MOP1,300 per night, including service charges and taxes.

Hardware Support

The support for hardware and its installation (such as audio/video equipment, basic booth setup and production of street banners) of a maximum amount ranging from MOP100,000 to MOP300,000 will be granted. The amount of support is determined based on the actual rented exhibition area:

- ◆ 1,000 – 2,000 square metre: MOP100,000
- ◆ 2,001 – 3,500 square metre: MOP200,000
- ◆ 3,501 square metre or above: MOP300,000

Opening Ceremony

The support for expenses in the Opening Ceremony (such as recruiting Emcee, basic stage setup, backdrop, bundle of ribbons for ribbon cutting, related PR or similar services etc) will be capped at a maximum amount of MOP20,000.

Qualified Buyers

Each company can apply maximum 2 qualified buyers. Each Qualified Buyer may receive a maximum grant of support as follows:

- ◆ Guangdong province/ Hong Kong: MOP1,200
- ◆ Mainland China (outside Guangdong province)/ Asian regions: MOP4,000
- ◆ Regions outside Asia: MOP7,000

Subject to the following conditions:

- ◆ Taking the size of standard exhibition booth (9 square metres) as the basis of calculation, each standard exhibition booth shall be eligible for one Qualified Buyer, with a maximum of 100 Buyers can be qualified.
- ◆ For custom-built booths, the number of Qualified Buyers supported shall be calculated by the areas as the round-off number of standard exhibition booths. For example, an exhibition booth of 25 square metres represents the support for 3



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Qualified Buyers ($25/9=2.77$, which rounds up to 3).

- ◆ Applicant should submit the qualified buyer's identification document, boarding pass/ferry ticket/coach ticket to Macao, details of the stay and payment receipt issued by hotel. After the documents have been verified, the total grant will be issued to the applicant, the applicant should issue the grant to the relevant qualified buyer respectively.

Exhibits and Logistics

The support of 50% of the costs incurred, up to a maximum amount of MOP100,000, on logistics activities for exhibits, inventory and exhibition materials. Expenses on logistics activities eligible for the support may include those incurred by the Applicant and those by the exhibitors. The application for this support shall be made by the Applicant in a single application.

Promotion and Marketing

The support of 50% of the costs incurred, up to a maximum amount of MOP200,000 on promotional and marketing activities. Expenses on promotional and marketing activities incurred during the period between 6 months prior to and 1 month after the Event are eligible for the support.

Transportation Support - Local Community

A maximum MOP80,000 transportation support will be provided for hiring shuttle buses for going to and from the community (i.e. going to the city center for side-event or sightseeing purposes; but not including the event service for providing shuttle buses going to and from the event venue and ports-of-entry). Applicant must hire a local travel agency or a Destination Management Company for the transportation arrangement.

(8.4) Potential Exhibitions

- (i) Definition: To fulfil the requirements of the Programme, "Exhibitions with Potential" should comply with the following conditions:
 - ◆ The exhibition to be bid for shall be expected to last for at least 3 consecutive days in Macao with actual exhibition duration of no less than 6 hours every day.
 - ◆ The actual rental space of exhibition to be bid for shall have a minimum area of 1,000 square metre per day.
 - ◆ The key decision makers shall be identified appropriately.



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(ii) Site Inspection

The support of the round-trip transportation expenses to and from Macao (maximum MOP40,000 per person), local transportation expenses (maximum MOP3,000 per day) and a maximum of 3 nights' accommodation cost incurred at local hotels for each person, subject to a maximum of 4 key decision makers. The maximum room rate eligible for the support is MOP1,300 per night, including service charges and taxes.

(iii) Bidding assistance

The support of the round-trip transportation expenses to and from Macao (maximum MOP40,000 per person) and participation fee, as well as bidding consultation, subject to a maximum of 4 key decision makers. The Applicant shall pass the pre-assessment by the Macao Trade and Investment Promotion Institute on the actual hosting possibility of the Event in Macao as well as on the prerequisites specified by the event owners or the relevant associations.

(iv) Bidding Support:

Provide assistance to local organisations/chambers of commerce to become regional or international association of industries. Applicant shall receive financial support of 50% of the membership fee for regional or international association of industries (with a limit of MOP20,000 for a maximum of 3 years), subject to the following conditions:

- ◆ Joining a regional/international association of industries with the objective of bidding for regional/international events to be held in Macao. Successful applicant receiving the grant should submit bidding plan to the regional/international association within two years to bid for organising the relevant event to be held in Macao.
- ◆ Regional/international association should be a representative of the industry or accredited by international convention and exhibition organisation. Each applicant may receive the grant for a maximum of 3 times.

(9) Settlement Procedures:

The Macao Trade and Investment Promotion Institute will notify the Applicant concerned in writing when the approval is granted.

The Applicant shall first pay up and settle all expenses incurred during the Event concerned and payments due to its service providers. The Applicant shall submit the required post-event report to the Macao Trade and Investment Promotion Institute for assessment within 30 days and other relevant documents within 60 days after the completion of the Confirmed Event or Event with Potential. The Macao Trade and Investment Promotion Institute will undertake the relevant settlement procedures if



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and when all documents and information are consistent with the relevant terms and conditions. Any late submission of the required post-event documents before the aforesaid deadline will be automatically deemed to have withdrawn from the application under the Programme.

(10) Right for Inspection:

- ◆ During the Event, the Macao Trade and Investment Promotion Institute has the right to send staff to the Event venue to inspect and verify information relating to the Event, and make adjustments or special considerations to the financial support granted in accordance with the actual situation. Applicant has the obligation to provide all necessary information and assistance and shall also permit staff from the Statistics and Census Service to collect data at the venue during the Event.
- ◆ Macao Trade and Investment Promotion Institute staff have the right to verify the eligibility of the Keynote Speakers, Heads of Delegation and Qualified Buyers through different means.

(11) Cancellation of Support:

In the case of the Applicant having successfully obtained support by means of making false declaration, providing false materials or pursuing other illegal practices, the Macao Trade and Investment Promotion Institute shall cancel the relevant granting of support.

Shall any of the following circumstances arise, the Macao Trade and Investment Promotion Institute shall cancel the relevant granting:

- ◆ The Applicant fails to hold the concerned event during the period as reported;
- ◆ The Applicant fails to submit the required post-event documents within the stipulated period after the conclusion of the event.

(12) Document Requirements:

Confirmed Events - Application Period:

- ◆ Application Form duly completed and signed by the legal representative.
- ◆ The Applicant who is an individual shall provide a photocopy of the valid identification document and the business opening declaration issued by the Financial Services Bureau of the Macao SAR Government (photocopy of M/1 form).
- ◆ The Applicant which is an enterprise shall provide its business registration documents (e.g. business registration documents issued by local government departments, business registration certificates/reports of Macao, photocopies of the M/1 form and the industrial tax M/8 form etc).
- ◆ The Applicant which is a non-profit organisation shall provide its incorporation



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documents (e.g. registration documents issued by local government departments, photocopy of Macao SAR Government's Official Gazette, photocopy of the registration certificate issued by the Identification Bureau of Macao, etc.).

- ◆ The Applicant shall submit photocopies of the documents evidencing that the event is confirmed to be held (e.g. written agreement and official receipt of deposit).
- ◆ Event details, including but not limited to:
 - Estimated number of delegates/participants (non-local and local).
 - Estimated number of hotels and guestrooms to be used.
 - Estimated Macao service providers.
 - Profiles of the convention/exhibition organisers and the local professional conference organisers/destination management companies employed by the former.
 - Nature and background of the Event.
 - Schedule and Programme of the Event.
 - Estimated areas and sizes of the convention/exhibition venues.
 - Estimated average spending of each overseas participants.
 - Quotation venue rental agreement issued by the venue provider.
 - Official receipt of deposit issued by venue/service providers.
- ◆ Qualified Buyer should submit the business card and company business registration license from the place of origin, for IPIM's approval.

Confirmed Events - Post-event Documents

- ◆ The Applicant shall complete and submit questionnaire(s) issued by the Statistics and Census Service (DSEC), and obtain DSEC's confirmation, within 30 days after the completion of the event.
- ◆ Post-event Report should be submitted **within 30 days** and other relevant documents to be submitted **within 60 days** after the completion of the event, containing information including but not limited to:
 - Actual number of non-local and local delegates/participants.
 - Actual number of hotels and guestrooms used.
 - Rooming list and room rate per night issued by the hotels.
 - Official receipts of payments issued by the service providers employed in Macao during the period of event, together with photocopies of the industrial tax M/8 form and the operating licenses of the service providers (Venue providers, hotels and travel agencies excepted).
 - Profiles of the convention/exhibition organisers and the local professional conference organisers/destination management companies appointed by



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them.

- Actual areas and sizes of the convention/exhibition venues, together with floor plans.
- Marketing and promotional tools and materials (some of which should provide photos as evidence).
- All official receipts of payments concerning the supported items.
- Photos and promotional materials concerning the supported Event.
- The Applicant should submit the business card copies of all convention participants, or complete the Participants Information List provided by Macao Trade and Investment Promotion Institute.
- With respect to the support for Heads of Delegations, the following documents should be submitted: a) a finalised list of the attending delegates indicating Heads of Delegation, b) Rooming list and receipts issued by the hotel, and c) supporting documents of the transportation expenses of each Head of Delegation including i) payment receipt of transportation expenses and ii) boarding pass, ferry/coach ticket to Macao.
- With respect to the support for Keynote Speakers, the following documents should be submitted: a) a finalised list of the attending keynote speakers, b) Rooming list and receipts issued by the hotel, and c) supporting documents for the transportation expenses of each Keynote Speaker including i) payment receipt of transportation expenses and ii) boarding pass, ferry/coach ticket to Macao. Document and publication in relations to the Keynote Speakers (such as biography and detail rundown including the list of speakers and titles of the speeches) should be submitted.
- With respect to the support granted to Qualified Buyers, the Applicant shall provide (a) a list of the Qualified Buyers actually participating in the exhibition and related documents and (b) for the support of transportation expenses, (i) the receipts of payment and (ii) boarding pass, or ferry/coach ticket to Macao. After IPIM has approved all the documents, the total grant will be issued to the applicant, the applicant should issue the grant to the relevant qualified buyer respectively.

The Macao Trade and Investment Promotion Institute has the right to require the Applicant to submit additional documents, reports or information whenever necessary.



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Potential Events - Application Period:

- ◆ Application Form duly completed and signed by the legal representative.
- ◆ The Applicant who is an individual shall provide photocopies of valid identification document and the business opening declaration issued by the Financial Services Bureau of the Macao SAR Government (photocopy of M1 form).
- ◆ The Applicant which is an enterprise shall provide its business registration documents, e.g. business registration documents issued by local government departments, business registration certificates/reports of Macao, photocopies of the M1 form and the industrial tax M8 form etc (Venue providers, hotels and travel agencies excepted).
- ◆ The Applicant which is a non-profit organisation shall provide its incorporation documents (e.g. registration documents issued by local government departments, photocopy of Macao SAR Government's Official Gazette, photocopy of the registration certificate issued by the Identification Bureau of Macao). and
- ◆ The Applicant shall submit information concerning the bidding (e.g. detailed conditions of the request for proposal or bidding).
- ◆ Detailed information of the Event to be bided, including but not limited to:
 - Estimated number of delegates/participants.
 - Profiles of the convention/exhibition organisers and the local professional conference organisers/destination management companies employed by the organisers.
 - Nature and background of the Event.
 - Schedule and Programme of the Event.
 - Estimated areas and sizes of the convention/exhibition venues.
- ◆ Regarding bidding support, the applicant should submit bidding plan to the regional/international association within two years to bid for event to be held in Macao.

Potential Events - Post-event Documents

- ◆ Post-event Report should be submitted **within 30 days** and other relevant documents to be submitted **within 60 days** after the completion of the event, containing information including but not limited to:
 - All official receipts of payments of the supported items.
 - Photos and promotional materials of the event.
 - With respect to the support for key decision makers, the Applicant shall provide (a) a list of the key decision makers who actually attend the Bidding or arrive at Macao for site inspection. (b) the support for the transportation



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expenses, (i) the receipt of payment, (ii) boarding pass, or ferry/coach ticket to Macao as evidence and (c) rooming list and room rate per night issued by the hotel(s).

The Macao Trade and Investment Promotion Institute has the right to require the Applicant to submit additional documents, reports or information whenever necessary.

The Macao Trade and Investment Promotion Institute reserves the right for the final interpretation of the terms and Conditions of the Convention and Exhibition Stimulation Programme. The Chinese version of these terms and conditions shall prevail whenever there is a discrepancy between English and Chinese versions.