



澳門貿易投資促進局
Macao Trade and Investment Promotion Institute

〔本欄由澳門貿易投資促進局填寫〕

〔To be filled in by IPIM〕

申請編號：_____

Application No.

會展活動激勵計劃

申請表

The Convention & Exhibition Stimulation Programme

Application Form

類別：已確定的活動

Category: Confirmed Events

- 填表前請細閱相關 “「會展活動激勵計劃」細則及條款”。
- 請在表內適用空格□以 “✓” 標示。
- 填妥之申請表連同附帶文件，可透過本申請表之備註內列明的任一方法提交至澳門貿易投資促進局。
- 申請者須於本申請表每頁右下方加公司印章或簡簽。
- Before filling out this Form, please refer to the “Terms and Conditions to the Convention and Exhibition Stimulation Programme”.
- Please check the boxes with a “✓” sign, where applicable.
- The completed Form, together with accompanying documents, should be submitted to the Macao Trade and Investment Promotion Institute, in one of the methods listed in the “Remarks” of this Form.
- **Each page of the Form should be stamped with the company chop or initialed by the signatory(-ies).**

會展活動激勵計劃 The Convention & Exhibition Stimulation Programme	類別：已確定的活動 Category: Confirmed Events
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1. 申請人資料 Applicant's Information

官方註冊名稱 Officially Registered Name of Organization:	中文Chinese			
	葡文Portuguese			
	英文English			
<small>註：請以正楷填寫。若設有商號名稱並與官方名稱不同，請於官方名稱旁填上商號名稱並加上括號。 Note: Please fill in block letters. If the Applicant holds a "Trading Name" different from its "Official Name", the "Trading Name" should be written in brackets next to the "Official Name".</small>				
官方名稱與銀行戶口名稱 Official Name is the same as the name of the bank account: <input type="checkbox"/> 相同Same <input type="checkbox"/> 不同，請提供Different, please provide: _____				
企業類型 Type of Organization	<input type="checkbox"/> 個人Self-employed <input type="checkbox"/> 個人企業主Sole-proprietorship <input type="checkbox"/> 有限公司Limited Company <input type="checkbox"/> 團體Association <input type="checkbox"/> 其他(請說明)Others, please specify: _____			
分類 Classification	申請者身份 Intended role of applicant : <input type="checkbox"/> 活動所有人Event owner <input type="checkbox"/> 活動籌組人Event organizer <input type="checkbox"/> 本地分會Member association in Macao <input type="checkbox"/> 其他(請說明)Others, please specify: _____			
地址 Address	城市City			
	國家Country			
電話 Tel	電郵地址E-mail			
傳真 Fax	網址Website			
申請者履歷 (曾舉行的活動) Profile of the Applicant (Information related to previous events)	日期 Date	活動名稱 Event name	城市/國家 City/Country	申請人身份 Role of Applicant

2. 主要聯絡人資料 Key Contact Details

主要聯絡人一 Key Contact Person 1	姓名 Name			
	職銜 Title		電話 Tel	
	電郵地址 Email		手提電話 Mobile	
主要聯絡人二 Key Contact Person 2	姓名 Name			
	職銜 Title		電話 Tel	
	電郵地址 Email		手提電話 Mobile	

3. 活動資料 Event Details

活動名稱 Event name	中文 Chinese	
	英文 English	
活動網址 Event Website		
活動類型 Event Type	<input type="checkbox"/> 會議 Meetings/Conventions <input type="checkbox"/> 展覽 Exhibition <input type="checkbox"/> 結合會議及展覽會 A Combination of Meetings/Conventions and Exhibition	
	<p>註：若申請項目為結合會議及展覽會之活動，請同時填寫申請表第4部份(會議)及第5部份(展覽)。 <i>Note: If the event is categorized as a combination of Meetings/Conventions and Exhibition, please fill in both Part 4 for Meetings/Conventions and Part 5 – Exhibition.</i></p>	

4. 活動資料 - 會議 Event Details – Meetings/Conventions

活動落實日期 Date of Event Confirmation	/ / (日/月/年) (DD/MM/YYYY)	活動日期 Event Date	由	/ /	至	/ /	
			From	(日/月/年) (DD/MM/YYYY)	To	(日/月/年) (DD/MM/YYYY)	
會議場地 Meeting Venue	預留場地 Reserved Venue		落實會議場地面積(平方米) Confirmed Meeting Space (square metre)				
會議的舉辦週期 Event Periodicity	<input type="checkbox"/> 每兩年一度 Biennial <input type="checkbox"/> 每年一度 Annual <input type="checkbox"/> 每季一度 Quarterly <input type="checkbox"/> 其他(請說明) Others, please specify: _____						
預計會議舉行時數 Estimated meeting hours	全天會議 Full-day Meeting			或 Or	全天會議 Full-day Meeting		全天活動 Full-day Activities
	(日期) (Date)	(日期) (Date)	(日期) (Date)		(日期) (Date)	(日期) (Date)	(日期) (Date)
	(小時) (Hour)	(小時) (Hour)	(小時) (Hour)		(小時) (Hour)	(小時) (Hour)	(小時) (Hour)
以往曾舉辦會議的國家或地區 Previous Meeting's Host Countries or Regions	<input type="checkbox"/> 以往兩屆舉辦資料 (請以附件形式提供過往活動資料) Information of the two previous sessions (please attach the related information of the preceding sessions)						
	日期 Date	地點 Venue		日期 Date	地點 Venue		
	<input type="checkbox"/> 本次會議屬第二屆舉辦，首屆舉辦資料 In the case of the second sessions being held, information related to the preceding session should be provided						
	日期 Date	地點 Venue					
<input type="checkbox"/> 本次會議屬首屆舉辦 The first session being held							

預計參會者資料 Information of Expected Attendees	總人數 Total No.		澳門人數 No. of Macao Attendees		海外人數 No. of Overseas Attendees	
	按地理位置劃分與會者數目 No. of Attendees by Geographical Location					
	亞太地區- Asia-Pacific	中國大陸: Mainland China		香港: Hong Kong		澳門: Macao
		韓國: Korea		印度: India		日本: Japan
		馬來西亞: Malaysia		菲律賓: Philippines		印尼: Indonesia
		新加坡: Singapore		泰國: Thailand		澳洲: Australia
		紐西蘭: New Zealand		南太平洋: South Pacific		其他: Others
	北美地區- North America	加拿大: Canada		美國: America		其他: Others
	其他地區- Other Regions	非洲: Africa		歐洲: Europe		中東: Middle-East
南美: South America						
預計每位海外與會者的每天平均消費額(澳門元): Estimated average spending per day of each overseas attendees (MOP)						
活動概要 Programme Outline	日期 Date	活動概要 (須列明每日、每項活動之預計開始及結束時間。) Programme Outline (please state the estimated beginning and ending time of each item on the Programme. (如提供的空間未足夠填寫, 可以附件形式作補充。) (If the space provided is insufficient, please supplement with a separate attachment.)				

5. 活動資料 – 展覽 Event Details – Exhibitions

活動落實日期 Date of Event Confirmation	/ / (日/月/年) (DD/MM/YYYY)		活動日期 Event Date	由 / / 至 / / From To (日/月/年) (日/月/年) (DD/MM/YYYY) (DD/MM/YYYY)	
預計展覽會開放時間: Estimated Opening Hours of the Exhibition	第一日First Day:	由From	至To	, 共	小時 hours in total
	第二日Second Day:	由From	至To	, 共	小時 hours in total
	第三日Third Day:	由From	至To	, 共	小時 hours in total
	第四日Fourth Day:	由From	至To	, 共	小時 hours in total
展覽場地 Exhibition Venue	預留場地 Reserved Venue	落實展覽場地面積(每日平方米) Confirmed Exhibition Space (square metre/day)		預計淨展出面積(每日平方米) Estimated Net Exhibition Area (square metre/day)	
	(註: 若展覽期間, 每日租借的展覽場地面積及/或淨展出面積不同, 請詳細列明。) (Note: During the exhibition, if the areas of rental space and/or the net exhibition area are not the same for all the concerned dates, please specify)				
展覽的舉辦週期 Event Periodicity	<input type="checkbox"/> 每兩年一度 Biennial <input type="checkbox"/> 每年一度 Annual <input type="checkbox"/> 每季一度 Quarterly <input type="checkbox"/> 其他(請說明) Others, please specify: _____				
預計參展人數 Estimated No. of Participants		參展攤位(個) Exhibition (No.)	參展商 (人數) Exhibitors (Headcount)	專業買家 (人數) Trade Visitors (Headcount)	觀展公眾 (人數) Public Visitors (Headcount)
	澳門 Macao				
	海外 Overseas				
	總數 Total				
預計成功邀請合資格 境外買家來澳參會資 料 Information of Qualified Overseas Buyers Being Successfully Invited to Macao to Visit the Exhibition	預計人數 Estimated no.				
	按地理位置劃分買家數目 No. of Buyers by Geographical Location				
	亞太地區- Asia-Pacific	中國大陸: Mainland China	香港: Hong Kong	澳門: Macao	
		韓國: Korea	印度: India	日本: Japan	
		馬來西亞: Malaysia	菲律賓: Philippines	印尼: Indonesia	
		新加坡: Singapore	泰國: Thailand	澳洲: Australia	
		紐西蘭: New Zealand	南太平洋: South Pacific	其他: Others	
	北美地區- North America	加拿大: Canada	美國: America	其他: Others	
	其他地區- Other Regions	非洲: Africa	歐洲: Europe	中東: Middle-East	
		南美: South America			
預計每位海外買家的每天平均消費額(澳門元): Estimated Average Spending Per Day of Each Overseas Buyers (MOP)					

申請者簡簽或公司蓋章: _____

Applicant's company chop or initialed by the signatory (-ies)

活動履歷 (曾舉辦之活動) Event History (Previous Events)	日期(日/月/年) Date (DD/MM/YY)	參加人數 No. of Attendees	城市/國家 City/Country
		展位 Booths : 參展商 Exhibitors : 專業買家 Trade Visitors : 觀展公眾 Public Visitors :	
		展位 Booths : 參展商 Exhibitors : 專業買家 Trade Visitors : 觀展公眾 Public Visitors :	
		展位 Booths : 參展商 Exhibitors : 專業買家 Trade Visitors : 觀展公眾 Public Visitors :	
活動概要 Programme Outline	日期 Date	活動概要 (須列明每日、每項活動之預計開始及結束時間。) Programme Outline (please state the estimated beginning and ending time of each item on the Programme. (如提供的空間未足夠填寫，可以附件形式作補充。) (If the space provided is insufficient, please supplement with a separate attachment.)	

6. 支持範圍資料 Details Related to the Support

基本協助 Basic Assistance

- 基本協助要求 (貿促局按個別情況決定是否提供)
Request for Basic Assistance (Availability of assistance shall be subject to the sole discretion of the IPIM)
- 旅遊資料及歡迎禮物 Complimentary tourist information kits and welcome gifts
 - 澳門宣傳短片 Promotional video on Macao
 - 豁免葡萄酒博物館和賽車博物館的入場費 Free admission to the Wine Museum and Grand Prix Museum
 - 活動資料發放到官方網頁會展活動日誌內 Event information published in relevant websites of the Macao SAR Government
 - 於貿促局接待處及旅遊局各諮詢處發放活動資訊。 Distribution of event information at the reception offices of the Macao Trade and Investment Promotion Institute.
 - 協調與各政府部門的聯繫。 Facilitation in liaison with relevant government departments

財務支持 – 會議 Financial Support – Meeting

(I) 一般參會者住宿
Accommodation for General Attendees

申請住宿費用支持 To apply for Accommodation support :
 是, 請提供下述資料 Yes, please provide the following information
 否 No

預計住房數目 Estimated No. of Guestrooms to be Used

日期 Date							
房數 No. of rooms							

預計住房數目 Estimated No. of Hotels

五星級 5-star _____ 請註明 Please specify : _____
 四星級 4-star _____ 請註明 Please specify : _____
 三星級 3-star _____ 請註明 Please specify : _____
 其他 Others _____ 請註明 Please specify : _____
 總房數 Total Room Night : _____

(II) 餐飲或會議套餐
Food & Beverage or Meeting Package Support

申請餐飲或會議套餐費用支持 To apply for Food & Beverage or Meeting Package Support :
 是, 請提供下述資料 Yes, please provide the following information
 否 No

預留日期 Reserved Date	預計參加人數 Estimated No. of Attendees	預留場地或功能室 Reserved Venue or Function Room

(III) 主題演講嘉賓及團長
Keynote Speakers & Head of Delegation

申請主題演講嘉賓及團長費用支持 To apply for support of Keynote Speakers & Head of Delegation :
 是, 請提供下述資料 Yes, please provide the following information
 否 No

主題演講嘉賓總人數 :
No. of Keynote Speakers

代表團數目 : No. of Delegations	代表團總人數 : Total No. of Delegates	團長總人數 : Total No. of Head of Delegation

(IV) 宣傳及推廣
Promotion & Marketing Support

申請宣傳及推廣費用支持 To apply for Promotion & Marketing support :
 是 Yes
 否 No

(V) 同聲傳譯及文件翻譯
Interpretation & Translation Support

申請同聲傳譯及文件翻譯費用支持 To apply for Interpretation & Translation support :
 是 Yes
 否 No

(VI) 本地交通費用補助
Transportation Support - Local Community

申請本地交通費用補助支持 To apply for Transportation Support - Local Community :
 是 Yes
 否 No

(VII) 本地專業會議 組織者之活動策劃及 管理費用 Financial Support for Event Planning and Management Fee for Local Professional Congress Organiser	本地專業會議組織者名稱(中文)： Local professional congress organiser Name in Chinese:			
	本地專業會議組織者名稱(英文)： Local professional congress organiser Name in English:			
已成功競投ICCA認可會議之簡介： Introduction of the ICCA event that is successfully bid:				
預計在澳門僱用之服 務供應商資料 Information of the Expected Service Providers to be Employed in Macao (如提供的空間未足夠 填寫，可以附件形式 作補充。) (If the space provided is insufficient, please supplement with a separate attachment.)	名稱 Name	提供之服務內容 Description of the Service to be Provided		
財務支持 – 展覽 Financial Support – Exhibition				
(I) 展覽場地租金 Venue Rental	申請展覽場地費用支持 To apply for Venue Rental Support : <input type="checkbox"/> 是，請提供下述資料 Yes, please provide the following information <input type="checkbox"/> 否 No			
		搭建期 Installation Period (Move-in)	展覽期 Exhibition Period	拆展期 Dismantling Period (Move-out)
	日期 Date			
	落實展覽場地面積 Area of Confirmed Venue (sqm)			
	場地租金單價 (每日每平方米澳門元) Rental Rate of the Venue (MOP/sqm/day)			
	場地租金總價(澳門元) Total Amount of Venue Rental (MOP)			
(II) 住宿 Accommodation	申請住宿費用支持 To apply for Accommodation support : <input type="checkbox"/> 是，請提供下述資料 Yes, please provide the following information <input type="checkbox"/> 否 No			
	預計住房數目 Estimated No. of Guestrooms to be Used			
	日期 Date			
	房數 No. of rooms			
	預計住房數目 Estimated No. of Hotels			
<input type="checkbox"/> 五星級 5-star _____ 請註明 Please specify : _____ <input type="checkbox"/> 四星級 4-star _____ 請註明 Please specify : _____ <input type="checkbox"/> 三星級 3-star _____ 請註明 Please specify : _____ <input type="checkbox"/> 其他 Others _____ 請註明 Please specify : _____ 總房數 Total Room Night : _____				

(III) 硬件設施 Hardware	申請硬件設施費用支持 To apply for Hardware support : <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
(IV) 開幕典禮 Opening Ceremony	申請開幕典禮費用支持 To apply for Opening Ceremony support : <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
(V) 合資格買家 Qualified Buyers	申請合資格買家費用支持 To apply for support to Qualified Buyers : <input type="checkbox"/> 是 Yes 預計合資格買家人數 Estimated No. of Qualified Buyers: _____ <input type="checkbox"/> 否 No
(VI) 展品及貨運物流 Logistics	申請展品及貨運物流費用支持 To apply for Logistics support : <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
(VII) 宣傳及推廣 Promotion & Marketing Support	申請宣傳及推廣費用支持 To apply for Promotion & Marketing support : <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
(VIII) 本地交通費 用補助 Transportation Support - Local Community	申請本地交通費用補助支持 To apply Transportation Support-Local Community : <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No

預計在澳門僱用之服務供應商資料 Information of the Expected Service Providers to be Employed in Macao (如提供的空間未足夠填寫，可以附件形式作補充。) (If the space provided is insufficient, please supplement with a separate attachment.)	名稱 Name	提供之服務內容 Description of the Service to be Provided

7. 於其他政府機關就同一活動之支持申請

Application to Other Government Bodies for Support of the Event

- 沒有 No
 有，詳細內容如下 Yes, details as follows

政府機關名稱 Name of the Government Body	申請支持內容(包括協助、財務支持等) Description of the Support Applied for (including assistance, financial support, etc.)

與本申請表同時提交之文件：

- 申請者如屬個人 有效身份證明文件副本及澳門特別行政區政府財政局發出之開業申報文件(M/1)副本
 - 申請者如屬企業 商業登記文件 (如：當地政府機關簽發之商業登記文件副本、本澳之商業登記證明/報告書、營業稅M1及M8副本等)
 - 申請者如屬非牟利團體 團體設立文件 (如：當地政府機關簽發之登記文件副本、本澳之澳門特別行政區公報副本、本澳之身份證明局發出之登記證明書副本等)
 - 證明已確定活動 書面協議/合同副本
-
- 訂金支付證明文件
 - 申請者及其聘用之本地專業會議組織者 / 目的地管理公司的簡介
 - 活動屬性及其背景資料
 - 活動計劃大綱
 - 主題演講嘉賓名單及其他文件(如：個人簡介及演講題目)
 - 代表團及標明團長的名單
 - 合資格買家名片及其公司業務證明(如：來源地商業登記)。
 - 場地提供者之報價及合同副本
 - 場地/服務提供者之訂金收據
 - 其他參考文件，請註明： _____

Documents enclosed with the Application Form:

- The Applicant who is an Individual copy of a valid Identity Document and copy of the business opening declaration (M/1 form) issued by the Financial Services Bureau of the Macau SAR Government.
 - The Applicant which is a Legal Entity Business Registration Document (*e.g. business registration documents issued by local government departments, business registration certificates/reports of Macao, copies of the M/1 form and the industrial tax M/8 form, etc.*)
 - The Applicant which is a Non-profit Organization, Incorporation Document (*e.g. registration documents issued by its local government departments, Official Gazette of the Macao SAR Government containing bylaws, copy of the registration certificate issued by the Identification Bureau of Macao, etc.*)
 - To evidence that the Application concerns a “Confirmed Event”, Copy of the signed booking documentation
 Copy of official receipt of booking deposit
-
- Company profile of the Applicant and the local Professional Conference Organizer(s) / Destination Management Company(ies) employed
 - Information on the Event’s nature and history
 - Detailed Programme or agenda of the Event
 - List of Exhibitors and related documents (including information such as the names, the booths’ reference nos. and sizes, floor plan, etc.)
 - Quotation from and signed contract with the venue provider
 - Official receipt(s) of the initial deposit(s) issued by venue provider/service provider(s)
 - List of Qualified Buyers with business card and company business registration license from the original place.
 - Other documents for reference, please specify: _____

備註：

- 此申請受澳門貿易投資促進局之「會展活動激勵計劃」有關規定、條款及細則所約束。
- 任何申請，連同其他一切所需的證明文件，必須完整地於活動首日前70天，提交至澳門貿易投資促進局。任何未按照上述要求提交之申請，將自動被視為不合資格。
- 填妥之申請表及其他所需文件可親身遞交、傳真、電郵或郵寄至：
澳門貿易投資促進局 - 會展發展及活動推廣廳
澳門友誼大馬路918號世界貿易中心四樓
電話：(853) 8798 9292
- 如申請表需填寫之項目空間不足，可以附件形式作補充。如申請者未能提供有關資料或需填寫部份不適用，請註明。

Remarks：

- This application is governed by the provisions, terms and conditions as stipulated in the “Convention and Exhibition Stimulation Programme” issued by the Macao Trade and Investment Promotion Institute.
- Any application, together with all the necessary supporting documents, must be submitted, in entirety, to the Macao Trade and Investment Institute at least 70 days prior to the first day of the event. Any application failing to comply with this requirement will be automatically disqualified.
- The completed Application Form and other necessary supporting documents can be submitted in person, by fax, by email or by mail to the following address：
Macao Trade and Investment Promotion Institute - Promotional Activities and Development of Conventions and Exhibitions Department
Avenida Amizade, No. 918, Edif World Trade Centre, 4/F, Macao
Tel: (853) 8798 9292
- If the space provided is insufficient, please supplement with a separate attachment. Where information is not yet available or not applicable, please indicate accordingly.

申請者之蓋章及法定代表簽署 **The Applicant’s Official Chop and Signature(s) of its Legal Representative(s)**

茲聲明 _____ (申請者名稱) 根據「會展活動激勵計劃」有關規定、條款及細則，向該計劃提出申請；知悉須遵守前述計劃之一切規定及義務；並保證所提供的一切資料均真實無誤；亦同意通知澳門貿易投資促進局有關申請資料之任何變更。

_____ (the Applicant’s name) hereby declares that, pursuant to the provisions, terms and conditions as stipulated in the “Convention and Exhibition Stimulation Programme”, it is submitting a formal application under the said Programme; that it has read and understood, and agrees to abide by the rules, terms and conditions set forth in the said Programme; and that all information provided is true and accurate. The Applicant further agrees to duly notify the Macao Trade and Investment Promotion Institute of any changes to the information provided in this application.

簽署 (法定代表) 及蓋章

Signature(s) [of the Legal Representative(s)] and
Official Chop

簽署人姓名 / 職務

Name(s) and Title(s) of the Signatory(ies)

日期 Date