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〕
(For Official Use Only)

申請編號：_____
Application No.

《會議及展覽資助計劃》申請表

Convention and Exhibition Financial Support Programme

Application Form

類別: 已確定的「會議」或「展覽」

Categories: Confirmed Convention or Exhibition

備註：

1. 此申請受澳門貿易投資促進局之《會議及展覽資助計劃》有關規定、條款及細則所約束。填表前請細閱相關“《會議及展覽資助計劃》細則及條款”。
2. 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。
3. 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 - 會展產業拓展處
   澳門友誼大馬路918號世界貿易中心四樓
   電話：(853) 8798 9292
   電郵: cesp@ipim.gov.mo
4. 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。
5. 請在表內適用空格以“✓”標示。
6. 申請者須於本申請表每頁右下方加公司印章或簡簽。

Remarks:

1. This application is governed by the provisions, terms and conditions stipulated in the Convention and Exhibition Financial Support Programme implemented by the Macao Trade and Investment Promotion Institute. Before filling out this Form, please refer to the Terms and Conditions of the Convention and Exhibition Financial Support Programme.
2. Any application, along with all the necessary supporting documents enclosed, must be submitted in their entirety to the Macao Trade and Investment Promotion Institute at least 70 days prior to the first day of the event. Any applicant failing to comply with this requirement will be immediately disqualified.
3. The completed Application Form and other necessary supporting documents may be submitted in person, by fax, by email or by post to the following address:
   Convention and Exhibition Industry Development Division, Promotional Activities and Development of Conventions and Exhibitions Department, Macao Trade and Investment Promotion Institute
   World Trade Centre Building, 4th Floor, No. 918, Avenida da Amizade, Macao
   Tel: (853) 8798 9292
   Email: cesp@ipim.gov.mo
4. If the space provided in this Formis insufficient, please supplement with a separate attachment. Where information is not yet available or not applicable, please specify accordingly.
5. Please check the boxes with “✓”, where applicable.
6. The Form should be stamped with the company chop or initialed by the signatory(-ies) in bottom right hand corner of each page.

申請者簡簽或公司蓋章_____
Applicant’s company chop or initials of the signatory(-ies)

1. 申請人資料 Applicant's Information				
官方註冊名稱 Officially Registered Name of Organisation:	中文Chinese			
	英文English			
	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".*			
	官方名稱與銀行戶口名稱 Official Name is the same as the name of the bank account: □ 相同Same □ 不同，請提供Different, please provide:_____			
企業類型 Type of Organisation	□ 個人Self-employed □ 個人企業主Sole-proprietorship □ 有限公司Limited company □ 團體Association □ 其他(請說明)Others, please specify: _____			
分類 Classification	申請者身份 Intended role of applicant: □ 活動所有人Event owner □ 活動籌組人Event organiser □ 本地分會Member association in Macao □ 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		
申請者及相關詳細活動資料請以附件形式提供 Please attach information on applicants and relevant details of event to application				

2. 主要聯絡人資料 Key Contact Person Details				
主要聯絡人一 Key Contact Person 1	姓名 Name			
	職銜 Title		電話 Tel	
	電郵地址 E-mail		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 E-mail		手提電話 Mobile	

3. 活動背景 Event Background		
活動名稱 Event Name	中文 Chinese	
	英文 English	
活動網址 Event Website		
活動類型 Event Type	□ 會議 Meetings/Conventions □ 一般會議 General Conventions □ 國際性會議 International Conventions *註：若申請項目為會議活動，請填寫申請表第4部份(會議)。* *Note: If the event is categorized as a combination of Conventions, please fill in Part 4 for Conventions.* □ 展覽 Exhibition □ 一般展覽 General Exhibitions □ 專業會議 Trade Fair *註：若申請項目為展覽活動，請同時填寫申請表第5部份(展覽)。* *Note: If the event is categorized as a combination of Exhibitions, please also fill in Section 5 for Exhibitions.* □ 結合會議及展覽 A Combination of Conventions and Exhibition *註：若申請項目為結合會議及展覽之活動，請同時填寫申請表第4部份(會議)及第5部份(展覽)。* *Note: If the event is categorised as a combination of Conventions and Exhibition, please fill in both Part 4 (for Conventions) and Part 5 (for Exhibition)in this Form.*
活動概要請以附件形式提供 Please attach overview of event to application		

申請者簡簽或公司蓋章_____
Applicant's company chop or initials of the signatory(-ies)

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

活動日期 Event Date	由 ____/____/____ 至 ____/____/____ *From* *To* *(日/月/年)* *(日/月/年)* *(DD/MM/YYYY)* *(DD/MM/YYYY)*	會議場地 Meeting Venue	
會議的舉辦週期 Event Frequency	□ 每兩年一度 Biennial □ 每年一度 Annual □ 每季一度 Quarterly □ 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			活動 Activities
	日期 Date				日期 Date			
	小時 Hour				小時 Hour			

以往曾舉辦會議的國家或地區 Countries or Regions wherein the Conventions Were Hosted	□ 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 preceding two editions (please attach the related information of the preceding editions)			
	日期 Date	地點 Venue	日期 Date	地點 Venue
	□ 本次會議屬第二屆舉辦，首屆舉辦資料 If this is the second edition, information related to the preceding edition should be provided.			
	日期 Date	地點 Venue		
	□ 本次會議屬首屆舉辦 This is the first edition			

預計參會者資料 Information of Expected Attendees (請以附件形式提供詳細資料) (Please attach detailed information to this application)	總人數 Total Attendees	澳門人數 Attendees from Macao	海外人數 Overseas Attendees

5. 活動資料 – 展覽 Event Details – Exhibitions

活動日期 Event Date	由 ____/____/____ 至 ____/____/____ *From (日/月/年)* *To (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)
	(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 space are not the same for all the concerned dates, please specify)	
展覽的舉辦週期 Event Frequency	□ 每兩年一度 Biennial □ 每年一度 Annual □ 每季一度 Quarterly □ 其他(請說明) Others, please specify:_____	

預計參展人數 Estimated No. of Participants		參展攤位(個) Booth (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				

預計合資格境外買家 Expected Eligible Overseas Buyers	預計買家人數 Estimated No. of Buyers (請以附件形式提供詳細資料) (Please attach detailed information)	

申請者簡簽或公司蓋章_____
Applicant's company chop or initials of the signatory(-ies)

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

6.1. 基本協助 Basic Assistance – 會議、展覽 Convention & Exhibition

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 Macao promotional videos ☐ 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 to be published on 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 and the Tourist Office. ☐ 協調與各政府部門的聯繫。Facilitation of liaison with relevant government departments.

6.2. 財務支持 – 會議 Financial Support – Convention

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 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 Nights of Hotel Stay

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 Nights：_____

II. 餐飲或會議套餐 Dining or Meeting Package Support

申請餐飲或會議套餐費用支持 To apply for Dining or Conference Dining Package Support：

☐ 是 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 Reserved Venue

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 financial support for Keynote Speakers & Head of Delegation：

☐ 是 Yes, please provide the following information

☐ 否 No

主題演講嘉賓總人數： No. of Keynote Speakers	團長總人數： Total No. of Heads of Delegation
代表團數目： No. of Delegations	代表團總人數： Total No. of Delegates

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 Interpreting & Translation

申請同聲傳譯及文件翻譯費用支持 To apply for Interpreting & Translation support：

☐ 是 Yes

☐ 否 No

VI. 進入社區之本地交通費用補助 Local Transportation Support

申請進入社區之本地交通費用補助支持 To apply for Local Transportation support：

☐ 是 Yes

☐ 否 No

VII. "本地專業會議組織者(PCO)之活動策劃及管理費用"之補助 Financial Support for Event Planning and Managing Expenses for Local Professional Conference Organiser (PCO)

本地專業會議組織者名稱 Local PCO Organiser Name	

VIII. 會展綠色通道 Green Channel

申請會展綠色通道支持 To apply for Green Channel support：

☐ 是 Yes

☐ 否 No

IX. 特色迎賓表演 Special Welcome Performance

申請特色迎賓表演支持 To apply for welcome performance support：

☐ 是 Yes

☐ 否 No

申請者簡簽或公司蓋章_____

Applicant's company chop or initials of the signatory(-ies)

6.3. 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：

☐ 是 Yes, please provide the following information

☐ 否 No

	搭建日期 Installation Dates (Move-in)	展覽日期 Exhibition Dates	拆展日期 Dismantling Dates (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. 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 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 Nights of Hotel Stay

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 Nights：_____

III. 硬件設施 Hardware

申請硬件設施費用支持 To apply for Hardware support：

☐ 是 Yes

☐ 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：

☐ 是 Yes

☐ 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：

☐ 是 Yes 預計合資格買家人數Estimated No. of Qualified Buyers: _____

☐ 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：

☐ 是 Yes

☐ 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：

☐ 是 Yes

☐ 否 No

VIII. 進入社區之本地交通費用補助 Local Transportation Support

申請進入社區之本地交通費用補助支持 To apply for Local Transportation support：

☐ 是 Yes

☐ 否 No

IX. 會展綠色通道 Green Channel

申請會展綠色通道支持 To apply for Green Channel support：

☐ 是 Yes

☐ 否 No

X. 特色迎賓表演

申請特色迎賓表演支持 To apply for welcome performance support：

☐ 是 Yes

☐ 否 No

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, please specify

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.)

申請者簡簽或公司蓋章_____

Applicant's company chop or initials of the signatory(-ies)

8. 與本申請表同時提交之文件：Documents Enclosed with the Application Form:

	已提交 Submitted	內容 Contents
申請者背景文件 Applicant's background documents		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 Applicant as an Individual: Copy of a valid Identity Document and copy of the business new registration document (Form M/1) issued by the Financial Services Bureau of the Macao SAR Government.
		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) Applicant as a Legal Entity: Business Registration Document (e.g. copies of business registration documents issued by local government departments, certificates/reports of business registration in Macao, copies of the business tax Form M/1 and Form M/8, etc.)
		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) Applicant s a Non-profit Organisation: Incorporation Document (e.g. copies of registration documents issued by its local government departments, copy of Official Gazette of the Macao SAR Government containing bylaws, copy of the registration certificate issued by the Identification Bureau of Macao, etc.)
證明已確定活動文件 Event's related documents		場地提供者之書面協議/合同副本 Copy of agreement/contract signed by venue provider(s)
		場地/服務提供者之訂金收據 Copy of Official receipt(s) of the initial deposit(s) issued by venue provider/service provider(s)
		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 Company profile of the Applicant and the local professional conference organiser(s) (PCO) / destination management company(ies) (DMC) employed
		活動屬性及背景資料 Information on the Event's nature and history
		活動計劃大綱 Detailed programme or agenda of the Event
		預計的參展商名單及其他資料(包括名稱、展位編號及大小、平面圖等資料) List of Exhibitors and related documents (including information such as the names, the booths' reference nos. and sizes, floor plan, etc.)
		主題演講嘉賓名單及其他文件(如：個人簡介及演講題目) Document and publication in relation to the Keynote Speakers (such as biography and titles of the speeches)
		團長的名單及相關資料，相關資料包括代表團的劃分基礎及其成員 Name list of Heads of Delegations and related information, including the classification basis and the delegates.
		合資格買家名片及其公司業務證明(如：來源地商業登記) List of Qualified Buyers with business card and company business registration license from the original place.
		其他參考文件，請註明：_____ Other documents for reference, please specify:_____

9. 申請者之蓋章及法定代表簽署 The Applicant's Official Seal and Signature(s) of Its Legal Representative(s)

茲聲明_____ (申請者名稱)根據《會議及展覽資助計劃》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 Financial Support 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 Seal**	**簽署人姓名 / 職務** **Name(s) and Title(s) of the Signatory(ies)**
日期 Date	

申請者簡簽或公司蓋章_____
Applicant's company chop or initials of the signatory(-ies)