

SUBMISSION GUIDELINES FOR POST-EVENT REPORT FINANCIAL INCENTIVE FOR PARTICIPATION IN EXHIBITIONS AND FAIRS

SUBMISS DEADLINE, METHOD AND LOCATION	
SUBMISSION DEADLINE	- Documents for reimbursement are required to be submitted within 30 days after the event ends. <u>(Overdue submission of Post-event Summation Report will be deemed waiver of the concerned financial incentive)</u>
SUBMISSION METHOD	- All documents must be submitted in person to Macao Trade and Investment Promotion Institute by the person in-charge of the enterprise or his/her proxy. Submission by post, facsimile transmission or e-mail will not be accepted; - When submitting the Post-event Report (hereinafter referred to as the “Report”), the applicant must present the incentive approval notification issued by IPIM for verification.
SERVICE LOCATION AND CONTACT	Convention and Exhibition Industry Development Division of Macao Trade and Investment Promotion Institute Address: 4/F, World Trade Center at Avenida da Amizade No. 918 Tel: 2871 0300
REQUIRED DOCUMENT	
1. Post-event Summation Report	
2. Photos of exhibitions and exhibition booth (applicant must submit at least 4 photos) (a) Photo must clearly show the entrance of the exhibition, the name of event and the neighbouring exhibition booths; (b) The fascia board(s) of the booth(s) must clearly indicate the name of exhibitor and the word “Macao”, “Macau” or “澳門”. (Note: the name shown on the fascia board must be identical to the beneficiary of the financial incentive. Booth shared with other parties are not eligible for the financial incentive); (c) Photo must clearly show that at least 1 person is stationed at the booth; (d) Photo must clearly show the products/services that are promoted or put on sale in the exhibition booth; (e) Photo must demonstrate that the subsidised items are utilised in the exhibition booth. Absence of proof will cause disqualification of the concerned expenditure from reimbursing; (f) Photo must demonstrate that the exhibitor has fulfilled the obligation of assisting the distribution of IPIM’s promotional materials (not applicable for local events).	
3. Original Receipts for Reimbursement (Please write down the actual expenditure on the Post-event Summation Report and submit the original receipts as attachment) (a) Only the receipts in relation to the approved financial incentive items are required (copy of receipts and invoices will not be accepted); (b) Category, cost breakdown and amount of expenditure must be clearly indicated on the receipts; (c) The payment recipient of approved expenditure must be identical to the service provider indicated in the quotation document previously submitted during the application (Note: unapproved changes made during the reimbursement procedure will cause disqualification from reimbursing the concerned expenditure); (d) <u>Recipient of receipts must be identical to the name of the incentive beneficiary;</u> (e) All relevant receipts (except booth rental) must be issued by enterprises registered in Macao; (f) <u>Regarding flight expenses, in addition to receipts, the incentive applicant must also submit the passenger ticket(s)/copy of air ticket(s) and the employment certificate(s) of the participating representative(s).</u>	
4. Questionnaire of Post-event Survey	
5. Sample of Printing Matters/Audio-Visual Materials/Advertisement on Trade Fair Directory (If financial incentive has been applied for the said purposes, the sample of promotional materials must be submitted along with the Report) (a) Two copies of the subsidised printing matters/audio-visual materials/advertisement on the trade fair directory must be submitted along with the Report; (b) Final product(s) should be in accordance with the contents/description stated on the application form; (c) The approved entity’s name, address in Macao and contact details must be shown on all promotional materials.	