



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 Financial Support Programme Terms and Conditions**



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Name of the programme: Convention and Exhibition Financial Support Programme

Responsible department: Convention and Exhibition Industry Development Division, Promotional Activities and Development of Conventions and Exhibitions Department, Macao Trade and Investment Promotion Institute

Place of application: Macao Trade and Investment Promotion Institute – 4th Floor, World Trade Centre Building, 918, Avenida da Amizade, Macao

Submission methods: Submittal can be made in person or by mail, e-mail or fax to the Macao Trade and Investment Promotion Institute

Effective date: Effective from 30 April 2018

Office hours: Monday to Thursday: 09:00-13:00, 14:30-17:45  
Friday: 09:00-13:00, 14:30-17:30

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## 1. Objectives

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

## 2. Target

Individual, legal entity or organisation which holds conventions and/or exhibitions in Macao as organiser or event planner (hereinafter referred to as "Applicant").

## 3. Scope

This programme provides basic assistance and/or financial support for the following events to be organised and held by qualified Applicants in Macao:

- ◆ Confirmed conventions or exhibitions; and
- ◆ Conventions or exhibitions with potential and planned to be held.

## 4. Eligibility and Limitations

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

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



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## 5. Approval and Assessment

◆ Starting from the commencement of the programme, financial support granted through the programme is sourced from public funds. As such, the Grantor exercises discretion when assessing applications so as to ensure public resources are used in an appropriate and prudent manner.

◆ The Grantor takes the following criteria into consideration, such as the nature of the event, degree of internationalisation, theme of event, timing, scale, duration, professionalism, past event reference, economic benefit to local community, approval of the UFI or ICCA, etc., before making a decision to approve, partially approve, or deny an application:

- Whether the event concerned is being held in the overall public interest;
- The societal contribution of hosting the event and similar activities held in the past;
- Whether the hosting of the event concerned meets the development needs of the convention and exhibition industry of Macao;
- Whether the expenditure involved in the project conforms to the principles of efficiency, effectiveness and economy;
- Past records of the applicant and connected parties in terms of event organisation, and the implementation records related to the application(s) made through this programme;
- The budget capacity of this programme;
- Whether the application is in compliance with the terms and conditions of the programme;
- Subsidies received or expected from other governmental departments or bodies.

◆ The Grantor, acting in the public interest and under all circumstances, reserves the right to decline applications.

## 6. Nature

The programme is a non-remunerated incentive measure to provide basic assistance and financial support. The financial support is intended to provide assistance to the applicant for the actual expenses involved in organising relevant events. All actual expenses shall be paid by the organiser/planner. Basic assistance is mainly intended to provide administrative assistance to the applicant for organising conventions or exhibitions in Macao.

## 7. Application Period

◆ All applications and required documents must 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 must 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 must notify the Macao Trade and Investment Promotion Institute in writing at least 45 days prior to the commencement date of the event. The failure to submit or supplement an application with all necessary documents before or on the aforementioned deadline shall result in disqualification.



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## 8. Type of Activity and Supporting Guidelines

### 8.1 Confirmed Conventions

#### 8.1.1. Definition

**\*For “International Convention” applications, event must be ICCA (International Congress and Convention Association) registered with a minimum of 50 participants or should comply with the requirements of the “International Conventions” Programme as stated below:**

	General Convention	International Conventions
Scale	100 participants or above	200 participants or above
Sources of Participants	Non-local participants should account for no less than 40%	Participants must come from at least three countries/regions*, with no less than five participants from each country/region. Non-local participants should account for no less than 40%
Schedule of Activities	<p>All participants shall participate a minimum of two consecutive full-day meetings in Macao, or one full-day meeting with one-day activity being held in Macao, and the participants shall stay in local hotels for at least one night during the event</p> <p>(The actual meeting duration of the two full-day meetings should not be less than eight hours; And no less than four hours for one full-day meeting, and no less than three hours for one-day activity).</p>	<p>All participants shall participate a minimum of three consecutive full-day meetings in Macao, or two consecutive full-day meetings with a half-day activity being held in Macao, and the participants shall stay in local hotels for at least two nights during the event</p> <p>(The actual meeting duration of the three full-day meetings should not be less than 12 hours; And no less than 10 hours for two full-day meeting, and no less than three hours for a half-day activity).</p>
Other conditions:	N/A	<ul style="list-style-type: none"><li>◆ The conventions are being held on a regular basis.</li><li>◆ The meetings are being held alternately in at least three countries or regions, with exception to the first and the second editions of the event. In the case of the event concerned being a second edition, the two editions must have been held in different countries or regions.</li></ul> <p>(*“Regions” refer to Hong Kong and Taiwan.)</p>



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**8.1.2. Basic Assistance**

	General Convention	International Conventions
Basic Assistance	<ul style="list-style-type: none"> <li>◆ Complimentary tourist information kits and welcome gifts.</li> <li>◆ Macao promotional videos.</li> <li>◆ Publicising of the event information in relevant websites of the Macao SAR Government.</li> <li>◆ 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.</li> <li>◆ Free admission to the Wine Museum and Grand Prix Museum.</li> <li>◆ Facilitation of liaison with relevant government departments as needed.</li> <li>◆ 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.</li> <li>◆ Opening performance (The convention must size 2,000 people or above)</li> </ul> <p>(The provision of the basic assistance mentioned above is subject to actual condition.)</p>	

**8.1.3. Financial Support (for conventions)**

	General Convention	International Conventions
<p><b>Accommodation</b></p> <p>Subject to the following conditions:</p> <ul style="list-style-type: none"> <li>◆ The eligible accommodation duration refers to the period from the two nights before the event commences to the two nights following the completion of the event. The duration of subsidised stay should reasonably include the dates when the event is held.</li> <li>◆ The duration of stay granted with financial support should reasonably include the dates in which the event is held.</li> <li>◆ The maximum room rate qualified for the support is MOP1,300 per night, inclusive of service charges and taxes</li> </ul>	<ul style="list-style-type: none"> <li>◆ The support of 10% of the accommodation costs incurred at local hotels with a maximum of five nights' stay shall be granted</li> </ul>	<ul style="list-style-type: none"> <li>◆ The support of 30% of the accommodation costs incurred at local hotels with a maximum of five nights' stay shall be granted</li> <li>◆ The maximum room rate qualified for the support is MOP1,300 per night, inclusive of service charges and taxes</li> </ul>



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<p><b>Dining or Meeting Package</b></p> <ul style="list-style-type: none"><li>◆ The catering venues patronised by the event participants must hold valid operating licences issued by the Macao Government Tourist Office or the Civic and Municipal Affairs Bureau.</li><li>◆ Dining Activity must be held during the event or one day prior to or after the event.</li><li>◆ The Dining expenditure applies to one meal at which all participants attend.</li></ul>	<p>Support up to MOP300 of financial support for dining expenditure or meeting package shall be granted to each non-local participant.</p>	<p>Support up to MOP300 for lunch or a maximum of MOP500 for dinner or meeting package shall be granted to each non-local participant.</p>
<p><b>Keynote Speakers and Heads of Delegation</b></p> <ul style="list-style-type: none"><li>◆ Each keynote speaker and head of delegation must stay in hotel(s) in Macao.</li><li>◆ For each supported event, financial support will be granted to no more than 30 keynote speakers;</li><li>◆ With respect to a For each supported event, the number of supported heads of delegations financial support shall be granted to no more than 30 delegation heads, and each delegation shall have must comprise a minimum of three members. The delegation should be reasonably formed based on relevant country, region, association, etc.</li><li>◆ If apply for support under this category, Accommodation, Dining and Conference Dining Package Support to this Keynote Speaker and Head of Delegation shall not be applicable.</li></ul>	<p>Each keynote speaker and head of delegation shall receive a maximum fixed amount grant as follows:</p> <ul style="list-style-type: none"><li>◆ Guangdong Province/Hong Kong: MOP 1,200</li><li>◆ Mainland China (outside Guangdong Province) / Asian region: MOP4,000</li><li>◆ Regions outside Asia: MOP7,000</li></ul>	



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	General Convention	International Conventions
<p><b>Promotion and Marketing</b></p> <p>Financial support for promotional and marketing expenses is applicable to the related expenses incurred during the period between nine months prior to and one month after the event.</p>	A grant of 50% of the promotion and marketing costs up to a maximum amount of MOP100,000.	
<p><b>Simultaneous Interpretation and Document Translations</b></p> <p>Financial support for simultaneous interpretation (SI) expenses is applicable to the expenditure derived during the full-day meetings and the half-day activity, and the cost of translation for promotional materials and conference documents.</p>	A grant of 15% of the costs incurred up to a maximum amount of MOP20,000 for simultaneous interpretation and document translations.	A grant of 50% of the costs incurred up to a maximum amount of MOP60,000 for simultaneous interpretation and document translations.
<p><b>Opening Ceremony</b></p> <p>The support for Opening Ceremony expenses (such as recruiting Emcee, basic stage setup, backdrop, bundle of ribbons for ribbon cutting, related PR or similar services, etc.).</p>	Not applicable	Maximum amount of MOP20,000 will be granted
<p><b>Venue Rental for Exhibition</b></p> <p>The exhibition shall be held concurrently with, at the same venue, and with the same or a related theme as the meeting; The exhibition shall occupy a minimum of 500 square metres of actual paid rental space per day.</p>	Not applicable	The support of 25% of the venue rental actual expenses for exhibition will be granted, the maximum rate for the support is capped at MOP26 per square metre per day.
<p><b>Local Transportation Support</b></p> <p>A maximum of MOP80,000 transportation support will be provided for transportation travelling to local communities (i.e. for side events or sightseeing purposes. Transportations directly related to the event like shuttle buses going to and from the event venue and ports of entry are not eligible for the financial support). The Applicant must hire a local travel agency or a destination management company for the transportation arrangement.</p>	Maximum support is MOP80,000.00.	
<p><b>Financial Support for Event Planning and Management Fee for Local Professional Conference Organiser</b></p> <ul style="list-style-type: none"> <li>◆ Applicant must be local non-profit association or organisation;</li> <li>◆ Applicant must hire local professional conference organiser to assist in organising the meeting/conference;</li> <li>◆ The convention is required be successfully</li> </ul>	Maximum support is MOP200,000.	





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<p>bid and admitted by International Congress and Convention Association (ICCA), and applicant must provide relevant approved documents.</p> <p>◆ Financial support will be issued in two instalments, the down payment (50%) will be delivered after the Applicant countersigned the contract with local professional conference organiser, the remaining amount (50%) will be delivered after the event ends;</p> <p>Actual amount of financial support will be verified by IPIM according to the event details and quotations.</p>	
<p><b>Green Channel for MICE</b></p> <p>This project is only applicable to those meetings that are accredited by ICCA or event sizing up to 2,000 people or above. "Green Channels for MICE" will be set up in five ports of Macao, namely, Macau International Airport, Border Gate, Cotai Frontier Port, Outer Harbour Ferry Terminal and Taipa Ferry Terminal.</p>	<p>For those meetings that are accredited by ICCA or their scales are up to 2,000 people or more, IPIM will assist the relevant departments in applying and providing financial support to the upper limit of MOP10,000.</p>
<p><b>Special Welcome Performance</b></p> <p>Special welcome performance (e.g.: Lion dancing performance at Macao ports) for welcoming guests and delegations. This is meant to strengthen impression of Macao exhibitions on participants.</p>	<p>For those meetings with scales up to 2,000 people or more, IPIM will assist the applicant in applying for financial support from relevant departments with the upper limit of MOP10,000 at the discretion of IPIM based on the scale and nature of the event.</p>

**8.2. Confirmed Exhibitions**

**8.2.1. Definition**

	General Exhibition	Trade Fair
Duration of Exhibition	The Exhibition shall be held for at least three consecutive days in Macao, with the actual exhibition time of no less than six hours per day.	The Exhibition shall be held for at least two consecutive days in Macao, with the actual exhibition time of no less than six hours per day.
Exhibition Area	The exhibition area must include a minimum of 1,000 square metres of actual paid rental space per day.	The exhibition area must include a minimum of 3,000 square metres of actual paid rental space per day.
Others	<ul style="list-style-type: none"> <li>◆ A minimum of 30 exhibitors participating in the exhibition (each exhibitor should set up at least one standard exhibition booth sizing nine square metres).</li> <li>◆ Exhibitors must ensure that there should be at least one of the exhibitor's members of staff</li> </ul>	<ul style="list-style-type: none"> <li>◆ A minimum of 30 exhibitors participating in the exhibition (each exhibitor should set up at least one standard exhibition booth sizing nine square metres).</li> <li>◆ The exhibition is being held on a regular basis, for a short term in each edition, with specific commencement and conclusion dates.</li> </ul>



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	<p>stationed at the booth during the period of the exhibition.</p> <ul style="list-style-type: none"> <li>◆ The net exhibition area must be used for the display relevant to the theme of the event and be arranged in reasonable proportions.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Exhibitors must ensure that there should be at least one of the exhibitor's members of staff stationed at the booth during the period of the exhibition.</li> <li>◆ The number of exhibitors from outside Macao shall account for at least 40% of the total.</li> <li>◆ For every 18 square metres of net exhibition area, at least one qualified buyer from overseas should be successfully invited to Macao to visit the exhibition.</li> <li>◆ The net exhibition area must be used for the display relevant to the theme of the exhibition and be arranged in reasonable proportions.</li> </ul>
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8.2.2. Basic Assistance

	General Exhibition	Trade Fair
Basic Assistance	<ul style="list-style-type: none"> <li>◆ Complimentary tourist information kits and welcome gifts.</li> <li>◆ Macao promotional videos.</li> <li>◆ Publicising of the event information in relevant websites of the Macao SAR Government.</li> <li>◆ Distribution of event information at the reception of the Macao Trade and Investment Promotion Institute.</li> <li>◆ Facilitation of liaison with relevant government departments as needed.</li> <li>◆ 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.</li> </ul> <p>_(The provision of the basic assistance mentioned above is subject to actual condition.)</p>	

8.2.3. Financial Support (for Exhibitions)

	General Exhibition	Trade Fair
<p><b>Venue Rental</b></p> <ul style="list-style-type: none"> <li>◆ With respect to the support for venue rental during installation (move-in) and dismantling (move-out), the rented space qualified for the support does not include warehousing or unloading facilities located outside the exhibition area. The total rented space thus supported shall not exceed the reported total</li> </ul>	<p>The support of 25% of the exhibition Venue Rental actual expenses may be granted.</p>	<p>The support of 40% of the actual venue rental during the exhibition and 25% of the actual venue rental during installation (move-in) and dismantling (move-out) shall be granted.</p>



<p>exhibition area.</p> <ul style="list-style-type: none"><li>◆ The maximum rate for the support is capped at MOP26 per square metre per day.</li></ul>		
<p><b>Accommodation</b></p> <p>Subject to the following conditions:</p> <ul style="list-style-type: none"><li>◆ The Exhibition shall rent a minimum of 100 rooms per night in local hotels with two consecutive nights of stay.</li><li>◆ The eligible accommodation duration refers to the period from two nights before the Exhibition commences to the two nights following the completion of the Exhibition. The duration of subsidised stay should reasonably include the dates when the Exhibition is held.</li><li>◆ The maximum room rate qualified for the support is MOP1,300 per night, inclusive of service charges and taxes</li></ul>	<p>The support of 10% of the accommodation cost incurred at local hotels with a maximum of 5-night stay shall be granted.</p>	
<p><b>Hardware Support</b></p> <p>The financial support for hardware covers the rental of audio/video equipment, basic booth setup, etc.</p>	<p>The amount of support is determined based on the actual rented exhibition area:</p> <ul style="list-style-type: none"><li>◆ 1,000 – 2,000 square metre: MOP100, 000</li><li>◆ 2,001 – 3,500 square metre: MOP200, 000</li><li>◆ 3,501 square metre or above: MOP300, 000</li></ul>	<p>A maximum amount ranging from MOP100,000 to MOP300,000 shall be granted for support for hardware.</p>
<p><b>Opening Ceremony</b></p> <p>The support for expenses in the Opening Ceremony (such as expenses for Emcee, basic stage setup, backdrop, bundle of ribbons for ribbon cutting ceremony, related PR or similar services, etc.) will be capped at a maximum amount of MOP20,000.</p>	<p>Maximum support is MOP20,000.</p>	



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	General Exhibition	Trade Fair
<b>Qualified Buyers</b>	<p>Each company can apply for financial support for two qualified buyers at maximum. Each qualified buyer may receive a maximum grant of support as follows:</p> <ul style="list-style-type: none"> <li>◆ Guangdong Province / Hong Kong: MOP 1,200</li> <li>◆ Mainland China (outside Guangdong Province) / Asian regions: MOP 4,000</li> <li>◆ Regions outside Asia: MOP 7,000</li> </ul> <p>Subject to the following conditions:</p> <ul style="list-style-type: none"> <li>◆ Taking the size of standard exhibition booth (9 square metres) as the basis of calculation, one qualified buyer per standard exhibition booth shall be eligible for the financial support. (General exhibition: upper limit is 200; professional exhibition: upper limit is 500)</li> <li>◆ For custom-built booths, the quota of buyers supported shall be calculated by the areas (with the round-off multiple a standard exhibition booth). For example, 3 buyers will be eligible in a 25-square-metre exhibition booth based on the calculation <math>25/9=2.77</math>, which rounds up to 3.</li> <li>◆ The Applicant must 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. Once the documents have been verified by IPIM, the total grant will be issued to the Applicant, the Applicant should then deliver the grant to the relevant qualified buyer, respectively.</li> </ul>	
<b>Exhibits and Logistics</b> Expenses of 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.	The support of 50% of the costs incurred up to a maximum amount of MOP100,000.	The support of 50% of the costs incurred up to a maximum amount of MOP150,000.
<b>Promotion and Marketing</b> Financial support for overseas, Macao and Internet promotional and marketing expenses is applicable to the related expenditure incurred during the period between nine months prior to and one month after the event are eligible for the support.	The support of 50% of the costs incurred up to a maximum amount of MOP200,000, on promotional and marketing activities.	



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<p><b>Local Transportation Support</b></p> <p>A maximum MOP80,000 transportation support will be provided for transportation travelling to local communities (i.e. for side-event or sightseeing purposes; transportations directly related to the event like shuttle buses going to and from the event venue and ports of entry are not eligible for the support). The Applicant must hire a local travel agency or a destination management company for the transportation arrangement.</p>	<p>Maximum support is MOP80,000.00.</p>
<p><b>Green Channels for MICE</b></p> <p>This project is only applicable to those meetings that are accredited by UFI. "Green Channels for MICE" will be set up in five ports of Macao, namely, Macau International Airport, Border Gate, Cotai Frontier Port, Outer Harbour Ferry Terminal and Taipa Ferry Terminal.</p>	<p>For those meetings that are accredited by UFI, IPIM assists the relevant departments in applying and providing financial support to the upper limit of MOP10,000.</p>
<p><b>Special Welcome Performance</b></p> <p>Special welcome performance (e.g.: Lion dancing performance at Macao ports) for welcoming guests and delegations. This is meant to strengthen impression of Macao exhibitions on participants.</p>	<p>For those meetings with scales up to 2,000 people or more, IPIM will assist in applying for financial support from the relevant departments with the upper limit of MOP10,000 at the discretion of IPIM based on the scale and nature of the event.</p>



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### 8.3. Potential Conventions or Exhibitions tentatively planned to be held

#### 8.3.1. Definition

	Potential Conventions	Potential Exhibitions
Definition	<ul style="list-style-type: none"><li>◆ The convention to be bid should expect a minimum of 300 participants.</li><li>◆ The event must consist of a minimum of three consecutive full-day meetings held in Macao, or a two consecutive full-day meetings with a half-day activity held in Macao, and the participants shall stay in local hotels for at least two 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 three hours for a half-day activity).</li><li>◆ The key decision-makers shall be identified/defined appropriately.</li></ul>	<ul style="list-style-type: none"><li>◆ The Exhibition must be held for at least three consecutive days in Macao, with the actual exhibition time of no less than six hours per day.</li><li>◆ The exhibition area must have a minimum of 1,000 square metres of actual paid rental space per day.</li><li>◆ The key decision-makers shall be identified/defined appropriately.</li></ul>

#### 8.3.2. Financial Support

	Potential Conventions	Potential Exhibitions
<b>Site Inspection</b>	The support for the round-trip transportation to and from Macao (maximum MOP40,000 per person), local transportation support (maximum MOP3,000 per day) and a maximum of three nights' accommodation costs incurred at local hotels for each person, a maximum of four key decision-makers. The maximum room rate eligible for the support is MOP1, 300 per night, including service charges and taxes.	
<b>Bidding Assistance</b>	The grant includes the support for round-trip transportation to and from Macao (maximum MOP40,000 per person), participation fee, as well as bidding consultation, a maximum of four key decision-makers. The Applicant shall pass the pre-assessment conducted by IPIM on the actual circumstance of hosting the event in Macao based on the criteria specified by the event owners or the relevant associations.	



<p><b>Bidding Support</b></p> <p>Subject to the following conditions:</p> <ul style="list-style-type: none"><li>◆ Applicant must join a regional/international association with the objective of bidding for regional/international events to be held in Macao. Supported applicants should submit tender to the regional/international association within two years in a bid to organising the relevant event in Macao.</li><li>◆ Regional/international associations should be a representative of the industry or accredited by international MICE organisation. Each applicant may receive the grant for a maximum of three times.</li></ul>	<p>To assist local organisations/chambers of commerce in joining regional or international industry associations. The Applicant shall receive financial support of 50% of the membership fee for regional or international industry associations (with a limit of MOP20,000 for a maximum of three years).</p>
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## 9. Settlement Procedures

- ◆ The Macao Trade and Investment Promotion Institute shall notify the Applicant concerned in writing when the approval is granted.
- ◆ The Applicant shall first settle all expenses involved in the event concerned and payments to its service providers. The Applicant shall submit the required post-event report to the Macao Trade and Investment Promotion Institute (IPIM) within 30 days and all relevant evidentiary documents within 60 days after the completion of the confirmed convention, exhibition or potential convention, exhibition. IPIM will undertake the relevant settlement procedures if and when all documents and information are in accordance with the corresponding terms and conditions. Overdue submission of the required post-event documents shall be deemed withdrawal from the application under the programme.

## 10. Right to Inspect

- ◆ During the event, IPIM has the right to send staff to the event venue to inspect and verify information relating to the event, and make adjustments or give special considerations to the financial support granted in accordance with the actual situation. The Applicant has the obligation to provide all necessary information and assistance to IPIM and must co-operate staff from the Statistics and Census Service in data collection at the venue during the event.
- ◆ The staffs of the Macao Trade and Investment Promotion Institute have the right to verify the eligibility of the keynote speakers, heads of delegations 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, IPIM shall cancel the relevant granting of support. Should any of the following circumstances arise, IPIM shall revoke the relevant granting:



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

## 12. Document Requirements

**Applicants are requested to submit the first and second parts of application documents according to the type of activity:**

### **First part: The Applicant's background information**

- ◆ The Applicant who is an individual should provide a photocopy of his/her valid identification document and the photocopy of business new registration document (Form M/1) issued by the Financial Services Bureau of the Macao SAR Government.
- ◆ The Applicant, as an enterprise, should provide relevant 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 tax demand note of business tax Form M/8, etc.).
- ◆ The Applicant, as a non-profit organisation, should provide the incorporation documents (e.g., registration documents issued by local government departments, a photocopy of Macao SAR Government's official gazette, a photocopy of the registration certificate issued by the Identification Bureau of Macao, etc.).

### **Second part: Activity data**

**For a confirmed "convention" or "exhibition", the following documents are required for financial support application:**

- ◆ The application form duly completed and signed by the legal representative;
- ◆ 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 the following:
  - Estimated number of attendees (non-local and local);
  - Estimated number of hotels and guestrooms to be used;
  - prospective macao service providers;
  - Profiles of the convention/exhibition organisers and the local professional conference organisers/destination management companies employed by the former;
  - The nature and background of the event;
  - Event schedule and programme;
  - Estimated areas and sizes of the convention/exhibition venues;
  - Estimated per capita spending of overseas participants;
  - quotation of venue rental agreement issued by the venue provider;
  - Keynote speaker list and relevant information such as speakers' profiles, detail rundown including the list of speakers and topics of the speeches;
  - List of expected exhibitors and related information (including names, booth numbers and sizes, floor plans, etc.);
  - Official receipt of deposit issued by the venue/service providers;





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- List of the heads of delegations and related information, including the formation of the delegations and the members thereof;
- Business cards and operating licenses (e.g. Business registration issued by the country where the company is set up) of qualified buyers should be submitted for the approval procedure conducted by ipim.

**For potential "convention" or "exhibition", the following documents are required for applying for financial support:**

- ◆ The application form duly completed and signed by the legal representative;
- ◆ 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.
  - 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.
- ◆ Applicants must submit tender to the regional/international association within two years in a bid to organising the relevant event in Macao.

### 13. Post-event Documents

**For confirmed "convention" or "exhibition", the following post-event documents should be submitted:**

- ◆ The completed questionnaire issued by the Statistics and Census Bureau (DSEC) should be submitted to DSEC for approval within 30 days.
- ◆ The complete post-event report should be submitted within 30 days and other supporting documents within 60 days after the completion of the event, including but not limited to:
  - The actual number of hotels and guestrooms used;
  - The rooming list and room rate per night as issued by the hotel(s);
  - Official receipts of payments issued by the service providers employed in Macao during the event
  - Profiles of the convention/exhibition organisers and the local professional conference organisers/destination management companies employed by the former;
  - The 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 of the supported items;
  - The applicant must submit the copies of business cards of participants, or the completed "participant information list" provided by the Macao trade and investment promotion institute; actual participants shall be specified on the "participant information list" (sorted by dates, countries and regions; keynote speakers and heads of delegations shall also be specified)
  - In regards to the support for Heads of Delegations, the following documents should be submitted: (a) the list of the delegations and delegation heads who have actually attended the event; (b) Rooming list (on which stay records of the Heads shall be clearly indicated) and receipts issued by the hotel, and (c) supporting documents of the transportation expenses of each head of delegation, including (i)



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receipts of transportation expenses or (ii) (original or digital copy of) boarding pass and ferry/coach ticket to Macao;

- In regards to the support for keynote speakers, the following documents should be submitted: (a) the list of keynote speakers who have actually attended the event; (b) rooming list (on which stay records of the Heads shall be clearly indicated) and receipts issued by the hotel; and (c) supporting documents for the transportation expenses of each keynote speaker including (i) receipts of transportation expenses and (ii) (original or digital copy of) boarding pass, ferry/coach ticket to Macao. Documents and publications in relations to the keynote speakers (such as profile of keynote speaker and detailed rundown indicating the list of speakers and topics of the speeches) should be submitted;
- In regards to the support granted to qualified buyers, the Applicant should provide: (a) the list of qualified buyers who have actually participated in the exhibition and (b) rooming list and receipts issued by the hotel; (c) receipts of transportation expenses, including (i) the receipts of payment and (ii) (original or digital copy of) boarding pass or ferry/coach ticket to Macao. Once the Macao Trade and Investment Promotion Institute has approved all the documents, the total amount of grant will be issued to the Applicant, the Applicant should then deliver the grant to the each qualified buyer respectively.
- All official receipts and related documents of all supporting items.

**For potential "convention" or "exhibition", the following post-event documents should be submitted:**

- ◆ The post-event report should be submitted within 30 days and relevant supporting documents within 60 days after the completion of the event, including a complete post-event report, containing information including but not limited to:
  - All official receipts of payments for the supported items;
  - Photos and promotional materials of the event; and
  - With respect to the approval for key decision-makers, the applicant should provide: (a) the list of key decision-makers who have actually attend the bidding and arrived at Macao for site inspection; (b) regarding the support for the transportation expenses, required documents include (i) the receipts of payment and (ii) (original or digital copy of) boarding pass or ferry/coach ticket to Macao as evidence and (c) rooming list and room rate per night as issued by the hotel(s).

The Macao Trade and Investment Promotion Institute shall reserve the rights to request the Applicant to submit additional documents, reports or information whenever necessary.

The Macao Trade and Investment Promotion Institute reserve the right of final decision on the interpretation of the terms and rules of the Convention and Exhibition Financial Support Programme.