

Contingency Measures for Local MICE Events Organised/Co-ordinated by the Macao Trade and Investment Promotion Institute under Tropical Cyclone (Typhoon) Warning

Arrangement for exhibitions/forums/conferences/promotional seminars

- The event venue will be temporarily closed if the Macao Meteorological and Geophysical Bureau (SMG) hoists the number 8 or stronger typhoon signal before 7:30 a.m.
- If SMG removes the signal or changes to a lower signal between 7:30 a.m. and 2:30 p.m., all service suppliers for the event venue (including exhibition venue, conference venue, co-ordinator/contractor, forum and conference co-ordinator, security, digital registration system) shall resume their positions within an hour, and the event venue shall open to the public in an hour and a half.
- If SMG removes the signal or changes it to a lower signal after 2:30 p.m., the event venue will remain closed for the rest of the day.

Transportation arrangement

- According to the time SMG hoists the number 8 or stronger typhoon signal, the organiser will suspend the shuttle bus service departing from different bus stops to the event venue, and increase the number of buses leaving the venue to facilitate the departure of those at the site.
- When SMG removes the signal or changes it to a lower signal, the shuttle buses departing from different bus stops to the venue will resume after two hours and the frequency will be adjusted according to the latest situation.

Hotel arrangement

- Hotel as venue supplier: when number 8 or stronger typhoon signal is in effect, the organiser will co-ordinate with the hotel to provide appropriate space for event participants to rest.
- Hotel as accommodation supplier: the organiser will co-ordinate with the hotel to refund the affected exhibitors and trade visitors who are unable to get to Macao due to extreme weather. Air tickets and relevant supporting documents must be presented for the refund.

Arrangement for exhibitors/attendee delegations

- According to the time SMG hoists the number 8 or stronger typhoon signal, notification will be sent via various channels including the venue's public address system, event's official website, social media, radio, television, WeChat group. The organiser will also

increase the number of buses leaving the venue to facilitate the departure of those at the site. In the meantime, emergency numbers and the links of relevant emergency information will be published on the official website for all event participants to have quick access to the latest typhoon news and seek assistance.

- Once SMG removes the signal or changes it to a lower signal, the organiser will inform the event participants by phone or via WeChat groups, and announce the relevant information on the event's official website, social media, radio, television and other channels available.

Customs clearing arrangement for exhibits

- If the number 8 or stronger typhoon signal is hoisted during the preparation phase when exhibition booth building materials or/and exhibits are undergoing customs clearing, the organiser will maintain close communication with the Macao Customs Service (SA), Health Bureau (SS), Municipal Affairs Bureau (IAM) and relevant government departments. Once the typhoon signal is lowered or removed, the exhibition booth building materials or/and exhibits will be handled with priority to enable the event to be held according to schedule.

Other arrangement

- When SMG announces the hoisting of typhoon signals, the organiser will run a comprehensive safety examination and evaluation on all outdoor promotional materials and exhibition facilities. With safety as its main concern, the organiser might remove the outdoor promotional materials and exhibition facilities according to the actual necessity to ensure the safety of pedestrians and other road users.

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