



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

[For official use only]

Application No.: _____

Received Date: _____

Convention and Exhibition Stimulation Programme

Application Form

Remarks:

1. This application is governed by the provisions, terms and conditions specified in the Convention and Exhibition Stimulation 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 Stimulation Programme.
2. The application form must be submitted to the Macao Trade and Investment Promotion Institute at least 50 days prior to the first day of the event, together with the required documents to apply for the grant. Supplementary documents, if required, must be submitted to the Macao Trade and Investment Promotion Institute at least 40 days prior to the first day of the event.
3. Any application that does not meet the requirements of point 6.1 of the Convention and Exhibition Stimulation Programme will not be accepted.
4. The completed application form and the required documents can be submitted in person, 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
1/F, Office Building, Complex of Commerce and Trade Co-operation Platform for China and Portuguese-speaking Countries, Rua Sul de Entre Lagos, Macao
Tel: (853) 2871 0300
Email: cesp@ipim.gov.mo
5. Please fill out this form on computer.
6. If the space provided in this form is insufficient, please provide the information by attachment.
7. If any of the required information is not yet available or not applicable, please specify accordingly.
8. Please check the boxes with “✓”, where applicable.
9. Company stamp or the initials of signatory(-ies) are required at the bottom right corner of each page of this form.

1. Applicant's Information			
1.1 Name of Organisation <i>*Please fill in the official name in block letters</i>	Chinese		
	Portuguese		
	English		
	Official name is the same as the name of the bank account: <input type="checkbox"/> Same <input type="checkbox"/> Different, please provide: _____		
1.2 Type of Organisation	<input type="checkbox"/> Sole-proprietorship <input type="checkbox"/> Limited company <input type="checkbox"/> Association <input type="checkbox"/> Others, please specify: _____		
1.3 Taxpayer No./ Association No.	(For Macao commercial entrepreneurs /associations only)	1.4 Business Tax (Registration File) No.	(For Macao commercial entrepreneurs only)
1.5 Intended role of applicant	<input type="checkbox"/> Event owner <input type="checkbox"/> Event planning entity <input type="checkbox"/> Member association in Macao <input type="checkbox"/> Others, please specify: _____		
1.6 Address			
	City	Country/Region	
1.7 Tel		1.8 Fax	
1.9 E-mail			
1.10 Website			
2. Contact Person Details			
2.1 Contact Person 1	Name		
	Title	Tel.	
	E-mail	Mobile	
2.2 Contact Person 2	Name		
	Title	Tel.	
	E-mail	Mobile	
3. Event Details			
3.1 Event Name	Chinese		
	English		
3.2 Event Website			
3.3 Event Type	Conventions: <input type="checkbox"/> Confirmed Conventions to be held in Macao <input type="checkbox"/> Potential Conventions proposed to be held in Macao Exhibitions: <input type="checkbox"/> Confirmed Exhibitions to be held in Macao <input type="checkbox"/> Potential Exhibitions proposed to be held in Macao		
3.4 Event Date	From ____/____/____ To ____/____/____ (DD/MM/YYYY) (DD/MM/YYYY)		
3.5 Event Venue	Venue Name	Rental Area (sqm per day)	Actual usable area (sqm per day) (Convention/ Exhibition and Public Facilities Area)

3.6 Composition of Event Organisation Structure	<p>Please provide the list of the composition of the event organisation structure, background information, responsibilities, experiences and previous records in organising MICE event of each unit.</p> <p>(Please fill in no more than 200 words, for more detailed information, please provide by attachment)</p>
3.7 Brief Introduction of Event	<p>Please provide information of event nature, background, theme, scale, agenda and content, past event records etc. For application of potential convention or exhibition proposed to be held in Macao, in addition to the above information, please provide the details of the bidding conditions and the preliminary plan for the event to be organised in Macao in the form of an attachment.</p> <p>(Please fill in no more than 200 words, for more detailed information, please provide by attachment)</p>
3.8 Expected Results	<p>Whether the event helps to enhance the competitiveness of Macao's MICE industry, promote the moderate economic diversification of Macao, building Macao into an internationally renowned MICE destination, enhancing the role of MICE industry in terms of driving other industries forward, further promote regional co-operation and attract more conventions and exhibitions, and business tourists to Macao.</p> <p>(Please fill in no more than 200 words, for more detailed information, please provide by attachment)</p>

3.9 The extent to which the event will contribute to the qualitative development of MICE industry	Internationalisation	<p><i>For example, inviting celebrities and professionals to attend the opening ceremony, giving speeches; or the event is promoted by authoritative international media or other means which enhance Macao's external visibility and exposure</i></p> <p><i>(Please fill in no more than 100 words, for more detailed information, please provide by attachment)</i></p>
	Marketisation	<p><i>Except charging exhibitor participation fees, the event receives financial, product or service support from other commercial sources (e.g., sponsorship, advertising, exhibition admission fees and convention participation fees.)</i></p> <p><i>(Please fill in no more than 100 words, for more detailed information, please provide by attachment)</i></p>
	Professionalism	<p><i>During the event, hosting side-events which in line with the event theme (e.g., the first large-scale patented products/technologies launch, industry indices or data launch, business matching, exhibitions, forums and other relevant side-events), inviting professional buyers or well-known keynote speakers/exhibitors etc.</i></p> <p><i>(Please fill in no more than 100 words, for more detailed information, please provide by attachment)</i></p>
	Digitalisation	<p><i>Electronic technologies (e.g., online exhibition hall, online matching, online contracting, online live streaming, artificial intelligence, big data and other high technology) are used during the offline event.</i></p> <p><i>(Please fill in no more than 100 words, for more detailed information, please provide by attachment)</i></p>
	Green Development	<p><i>Through green construction, reusing, recycling, waste sorting and resource recovery, using environmentally friendly materials in order to reduce carbon emissions or pollution caused to the environment during the event.</i></p> <p><i>(Please fill in no more than 100 words, for more detailed information, please provide by attachment)</i></p>

3.10 Other Event Information	Date of the first event		From ____ / ____ / ____ To ____ / ____ / ____ (DD/MM/YYYY) (DD/MM/YYYY)							
	<input type="checkbox"/> The applied event is international conferences/professional forums/professional or brand exhibitions. Please provide details or supporting documents by attachment.									
	<input type="checkbox"/> The applied event is related to the key industries (e.g. the Big Health industry (traditional chinese medicine); modern financial services; high technology; and conferences and exhibitions, commerce and trade, and culture and sports). Please provide details or supporting documents by attachment.									
	<input type="checkbox"/> The applied event is to be held with “One Fair, Two Venues” concept. Please provide details or supporting documents by attachment.									
3.11 Hotel Accommodation (If applicable)	Stay in a Macao hotel: <input type="checkbox"/> Yes <input type="checkbox"/> No									
	Hotel Name					City/Region				
	Estimated no. of guestrooms									
	Check-in Date	(DD/MM)	(DD/MM)	(DD/MM)	(DD/MM)	(DD/MM)	(DD/MM)	Total no. of rooms		
	No. of rooms									
3.12 Event Agenda *Please provide detailed information by attachment	Type of Event (Convention/ Exhibition/ Community Activity/ Special or Experiential Event/ Other: please specify)		Date		Venue			Duration		
			(DD/MM)					___ hours in total		
			(DD/MM)					___ hours in total		
			(DD/MM)					___ hours in total		
			(DD/MM)					___ hours in total		
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			(DD/MM)					___ hours in total		
			(DD/MM)					___ hours in total		
	3.13 Information of Estimated Participants *Please provide detailed information by attachment if any	Type		Total		Macao		China (Including mainland, Hong Kong and Taiwan)		Overseas
Conventions										
Number of Participants										
Number of Speakers										
Others: (please specify)										
Total										
Exhibitions										
Number of Exhibitors										
- Number of exhibitors with a standard booth of 9 sqm or more										
Number of buyers										
Number of trade visitors										
Number of public visitors										
Others: (please specify)										

4. Event's Overall Budget

4.1 Whether the event has been applied any financial or other forms of supports from other organisations.

☐ Yes (please provide information in the table below)

☐ No (please skip to point 4.2)

[illegible]

4.2 Breakdown of estimated income from event (other than the amount funded by IPIM, include all income from the event, such as participation fees, advertising, sponsorship)

☐ Yes (please provide information in the table below)☐ No (*please skip to point 4.3*)[illegible]

		Total Amount:
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4.4 Application Details					
Scope of Support:					
Confirmed conventions to be held in Macao:		Hotel Accommodation, Catering and Meeting Package, Promotion and Marketing, Hardware Facilities, Exhibition Venue Rental, Electronic Technology Application, Green Convention/Exhibition Application, Community Activity Organisation Fee and Local Transportation Fee, Event Planning and Management Fee for Macao Professional MICE Organiser			
Confirmed exhibitions to be held in Macao:		Exhibition Venue Rental, Hotel Accommodation, Hardware Facilities, Logistics, Promotion and Marketing, Electronic Technology Application, Green Convention/Exhibition Application, Community Activity Organisation Fee and Local Transportation Fee, Event Planning and Management Fee for Macao Professional MICE Organiser			
Potential conventions/ exhibitions proposed to be held in Macao		Site Inspection , Bidding Support, Industry Association Admission Fee			
No.	Item to be Applied	Detailed Description/ Method of Calculation	Service Provider	Receipt No.	Amount (MOP)
Total Amount:					
5. Applicant's Statement, Signature(s) and Stamp(s) of Legal Representative(s)					
I (We) hereby declare that the information submitted is true and correct, and undertake to fulfill the terms and conditions of the Convention and Exhibition Stimulation Programme, and to comply with all the terms and conditions, obligations of the Convention and Exhibition Stimulation Programme after receiving the granting from the Macao Trade and Investment Promotion Institute (IPIM). I (We) am (are) aware of and <input type="checkbox"/> consent/ <input type="checkbox"/> do not consent IPIM to obtain the relevant information on taxation, business registration and articles of association in relation to this application from the administrative authorities, and to use the submitted documents for the purpose of approval and settlement of this application.					
Name(s) of the Signatory(ies):			Signature(s)[of the Legal Representative(s)] and Official Stamp <i>(Remarks: The signature should be identical to the signature sample on identification document or the relevant legal document)</i> Date: (DD/MM/YYYY)		
Title(s) of the Signatory(ies):					