



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

Regulations on Exhibiting in Outbound Economic and Trade Fairs Organized by IPIM

Introduction

Based on Paragraph 2 under Article 4 of the Macao Trade and Investment Promotion Institute Statute approved by Decree Law No. 33/94/M of 11 July, the Macao Trade and Investment Promotion Institute (hereinafter referred to as IPIM) organizes delegations and missions to participate in outbound conferences and exhibitions, with a view to nurturing the development of Macao's key and emerging industries, and cultivate the appropriate diversification of the city's economy. For this purpose, these regulations are formulated to help enterprises and associations enhance external promotion and explore market development opportunities through the platform provided by conventions and exhibitions.



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1. Registration requirements

- 1.1 Business proprietors registered in Macao fulfilling the following conditions:
 - 1.1.1 Having registered with the Financial Services Bureau for tax purposes for at least one year;
 - 1.1.2 At least 50% of shares are held by Macao citizens;
 - 1.1.3 The business is actually operating in Macao;
 - 1.1.4 For enterprises not fulfilling points 1.1.1 and 1.1.2 but certified to be companies selling “Made in Macao” or “Macao Brands” products, “Agents of Products from Portuguese-speaking Countries”, or collaborative companies/service providers of entities with production license issued by the Commercial Services Bureau of the Guangdong-Macao In-depth Co-operation Zone in Hengqin, may also be considered eligible to apply for the financial support on discretion.
- 1.2 Associations lawfully registered in Macao, whose purpose is to contribute to enhancing Macao’s appropriate economic diversification or optimizing the economic and social environment of Macao;
- 1.3 Repeated applications submitted by related enterprises and associations at the same exhibition will not be accepted.
- 1.4 The participation of enterprises engaged in the MICE sector in the MICE Trade Shows organized by IPIM is not subject to the restrictions set out in points 1.1.2 and 1.3 mentioned above.

2. Registration fees

- 2.1 On-site exhibition
 - 2.1.1 Each exhibitor is required to pay a registration fee of MOP 1,000.00; IPIM will bear the cost of booth rental, booth design and construction. Other expenses are the exhibitors' responsibility and will not be reimbursed;
 - 2.1.2 If the event is of a certain influence and recognition, and is conducive to social and economic development, IPIM may, depending on the actual situation, consider bearing the transport and accommodation costs of the exhibitors, as well as the freight. In this event, the registration fee will be MOP 4,000.00.
- 2.2 Online exhibition
 - 2.2.1 If the online exhibition is free of charge, no application fee is required;
 - 2.2.2 For applicants joining chargeable online exhibitions, IPIM will set the application fee according to the actual situation.

3. Registration method

Application can be made via IPIM’s activity application system (<https://macaomice.ipim.gov.mo>).



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4. Required documents

4.1 Commercial enterprises are required to submit the following documents through the application system:

- 4.1.1 A completed application form submitted via the application system;
- 4.1.2 For natural person proprietors:
 - 4.1.2.1 Proprietor's valid ID copy and power of attorney;
 - 4.1.2.2 A copy of Business Tax – New Registration/Amendment Form (Form M/1) or of the Declaration of Business Commencement issued by the Financial Services Bureau of Macao SAR Government.
- 4.1.3 For enterprises:
 - 4.1.3.1 ID copy of Macao citizen(s) holding at least 50% of shares, or copy of establishment document of the legal person, and power of attorney (if any);
 - 4.1.3.2 A copy of Macao Business Registration Certificate/Written Report issued by the Commerce and Movable Property Registry within three months;
 - 4.1.3.3 If the business registration does not manifest the shareholding structure of the company or the applicant is unable to submit this document due to other special circumstances, a declaration or other relevant supporting documents might be accepted as an alternative upon the approval of IPIM;
 - 4.1.3.4 Document mentioned in point 4.1.2.2.
- 4.1.4 Documents proving the company's actual operation. Applicant may choose to submit two of the following documents. IPIM may request the exhibitor to provide explanation regarding the documents or submit other documents helpful for the approval procedure:
 - 4.1.4.1 A copy of contribution certificate for the last two quarters issued by the Social Security Fund;
 - 4.1.4.2 Copy of Income Declaration (Group A M1) or Profits Tax – Notification of Taxable Income Assessment (Form M/5) issued by the Financial Services Bureau within one year;
 - 4.1.4.3 Copy of Income Declaration (Group B M1) issued by the Financial Services Bureau within one year (not applicable to those whose business result referred in points 1 to 3 on the profits declaration is zero);
 - 4.1.4.4 Five documents proving the company's actual operation, including copy of Business contract, receipt of product sourcing, documents related to the type of sales within one year (only invoices and receipts with verification of both parties will be accepted);
 - 4.1.4.5 Two photos of the business establishing, showing clearly the full



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name of the enterprises and the business operation environment (applicable to non-residential purpose premises).

- 4.1.5 Exhibitor profiles, information on products/services to be exhibited;
- 4.1.6 For “Made in Macao” products, a certificate of origin or a copy of the industrial license issued by the Economic and Technological Development Bureau of the Macao Government;
- 4.1.7 For “Macao Brand” products, a copy of the Trademark Registration Certificate issued by the Economic and Technological Development Bureau of the Macao Government;
- 4.1.8 For products of “overseas brands distributed in Macao”, a copy of the product distribution authorization must be submitted;
- 4.1.9 Production Permit and Business Contact Statement issued by the Commercial Service Bureau of Guangdong-Macao In-Depth Co-operation Zone in Hengqin;
- 4.1.10 Service providers should submit the relevant supporting documents;
- 4.1.11 The submission of documents under Article 4.1.2.2 and 4.1.3.2 can be exempted if the applicant consents to IPIM accessing the relevant tax and business registration information concerning the application for participation in the database of the Financial Services Bureau and the Commercial and Movable Property Registry of the Macao Government, and using the information for the purpose of handling the exhibitor application;
- 4.1.12 The participation of enterprises in the MICE sector in the “MICE and Business Travel Fairs” organized by IPIM is not subject to points 4.1.2.1, 4.1.3.1 and 4.1.4 above;
- 4.1.13 Points 4.1.6 to 4.1.10 above refer to the documents required to be submitted in accordance with the specific event or eligibility requirements.
- 4.2 Associations may submit the following documents through the activity application system:
 - 4.2.1 A completed application form submitted via the application system;
 - 4.2.2 Copy of the articles of association published in the Official Gazette of the Macao SAR.

5. Obligations and responsibilities

- 5.1 Exhibitors must ensure that all information and documents submitted are truthful and correct;
- 5.2 The exhibitor is responsible for the products/services displayed or the information disseminated in the event. Exhibitors are strictly prohibited from selling, displaying or placing any pirated or unauthorized items in the venue. The exhibits restricted by the laws of Macao and the region of the event, and any acts of infringement of intellectual property rights (including trademarks, copyrights,



designs, trade names and patents) are absolutely prohibited. Any exhibits that are indecent, violating good customs, involving politics, religion or detrimental to the image of Macao shall not be displayed;

- 5.3 The exhibitor must submit the “Exhibiting Product/Service List” within the period specified by IPIM. Application will be declined if the information on the list is incomplete or the list is not submitted within the specified period, or the supporting documents regarding the products meeting the relevant requirements. During the exhibition, only products/services included on the statement can be exhibited or sold;
- 5.4 The exhibitor must guarantee the condition and quality of exhibits, in particular the quality, date of production and expiration, package and product label;
- 5.5 Regarding any behaviors causing trouble or harassment to others, IPIM has the right to give verbal warning and act accordingly;
- 5.6 IPIM has the right to request the grantee to provide necessary information, and to co-operate and assist IPIM’s staff to complete the relevant inspection on the progress and effectiveness of the implementation of the activities;
- 5.7 At least one representative must be stationed at the booth throughout the opening hours of the fair; and a shareholder, legal representative or employee representative of the exhibitor must be present throughout the event; the representative stationed at the booth shall participate in the fair in a serious and active manner, promote the business/association and shall have sufficient knowledge and understanding of its business and services;
- 5.8 After IPIM confirms the applicants’ participation, exhibitors must be present in the event punctually as arranged by IPIM;
- 5.9 After the event’s conclusion, exhibitors must submit a post-event report or questionnaire, co-operate with IPIM to track the event’s efficacy and provide cases of event’s efficacy.

6 Consequence of obligation violation

According to the nature and severity of the violation, the following penalties shall be carried out unless the exhibitor provides a reasonable explanation that is accepted by IPIM:

- 6.1 In the event points 5.1 and 5.2 are violated, the exhibitor will be declined from joining the MICE activities organized by IPIM for one year from the event where obligation violation takes place;
- 6.2 In the event points 5.2 to 5.5 are violated, IPIM has the right to restrict the access of the exhibitor and the relevant personnel, remove the violating exhibits (unless the exhibits are free gifts that do not violate point 5.4), and even close down the violating booth and the relevant loss shall be borne by the exhibitor;
- 6.3 Regarding violation of points 5.3 to 5.9, IPIM will record the relevant incident. If the exhibitor violates twice or above within a year, the exhibitor will be rejected



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from joining the MICE activities organized by IPIM for one year from the date of the second violation.

7 Other terms and disclaimers

- 7.1 Every exhibitor can apply for one exhibition booth only;
- 7.2 Exhibition booths are not transferable;
- 7.3 The location of booths will be arranged according to the nature of the exhibitor's business. In case of any dispute, IPIM's decision shall be final;
- 7.4 The Chinese/Portuguese/English name on the fascia of the booth must be the same as the name stated in the Business Tax M/1/Statement of Commencement of Business or in the Macao SAR Gazette as published;
- 7.5 The application fee must be paid via cheque (payable to the Macao Trade and Investment Promotion Institute), cashier order, cash or GovPay within five working days of acceptance notification;
- 7.6 IPIM reserves the right not to accept the participation of those who have not paid the application fees before the first day of the event;
- 7.7 Applicants who have not paid the application fees for the previous application will not be accepted for the participation in similar activities;
- 7.8 As a supporter of events organizing, IPIM bears no legal liabilities caused by the participants during the events;
- 7.9 In the case of event postponement, cancellation, rescheduling and relocation, or IPIM's withdrawal from the activity due to force majeure, IPIM will only refund the application fees and participants do not have the right to make any compensation;
- 7.10 IPIM has the right to and not to participate in the event;
- 7.11 The participants must follow the guidelines and regulations of the Macao SAR Government, or they will be liable for any violation;
- 7.12 These guidelines are available in Chinese, Portuguese and English. In the event of any discrepancies, the Chinese version shall prevail;
- 7.13 IPIM reserves the right to make amendment to and final interpretation regarding the guidelines.

8 Cancellation and refund arrangements

- 8.1 In the case of event postponement, cancellation, rescheduling and relocation, or IPIM's withdrawal from the activity due to force majeure, IPIM will refund fully the application fees and exhibitors do not have the right to request any kind of compensation from IPIM;
- 8.2 Exhibitors cancelling their participation on the first day of event or within seven days prior to the event will not be refunded at all;
- 8.3 Exhibitors cancelling their participation eight days prior to the event will be



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refunded 50% of the application fees;

- 8.4 Applicants must inform IPIM in writing or by email the cancellation of their participation. The refund of application fee shall depend on the date which IPIM receives the notification according to the points specified in 8.2 and 8.3.