



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 Participation in Outbound Economic and Trade Missions 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, 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. Application requirements

- 1.1 Business proprietors registered in Macao: Local and non-local shareholders, administrative members and employees;
- 1.2 Associations registered in Macao: Local and non-local members and employees.

2. Application fees

Registration fees are based on the destination of the visit, transport and accommodation arrangements for participants.

3. Application method

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

4. Required documents

- 4.1 A completed application form submitted via the application system;
- 4.2 IPIM will request photographs, copies of various types of identification documents and other documents in accordance with the actual circumstances of the event.

5. Obligations and responsibilities

- 5.1 Applicants/Participants 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 Regarding any behaviors causing trouble or harassment to others, IPIM has the right to give verbal warning and act accordingly;
- 5.4 Participants are expected to participate in the events actively in accordance with the delegation's schedule;
- 5.5 After the event's conclusion, applicants 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

- 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



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obligation violation takes place;

- 6.2 In the event points 5.2 to 5.3 are violated, IPIM has the right to restrict the access of the exhibitor and the relevant personnel, remove the violating exhibits and the relevant loss shall be borne by the exhibitor;
- 6.3 Regarding violation of points 5.3 to 5.5, IPIM will record the relevant incident. If the exhibitor violates twice or above within a year, the exhibitor will be rejected from joining the MICE activities organized by IPIM for one year from the date of the second violation.

7 Other terms and disclaimer

- 7.1 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;
- 7.2 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;
- 7.3 Applicants who have not paid the application fees for the previous application will not be accepted for the participation in similar activities;
- 7.4 The personal data collected and handled by IPIM will only be used for the purpose of registering for admission to events, booking air tickets and hotels, purchasing travel insurance (participants aged 75 or above are required to purchase their own travel insurance), and making lists and contacts. For this purpose, the documents and data will be handled in accordance with Law no. 8/2005 on the Personal Data Protection Act. The information will not be disclosed to any third parties illegally or without prior consent. By submitting the application form, the participant clearly understands and agrees to the use, disclosure and transmission of the information provided within a reasonable ambit;
- 7.5 As a supporter of events organizing, IPIM bears no legal liabilities caused by the participants during the events;
- 7.6 IPIM has the right to and not to participate in the event;
- 7.7 The participants must follow the guidelines and regulations of the Macao SAR Government, or they will be liable for any violation;
- 7.8 These guidelines are available in Chinese, Portuguese and English. In the event of any discrepancies, the Chinese version shall prevail;
- 7.9 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;



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- 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 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.