

## 7. FORMS & DEADLINES–STANDARD BOOTH

### 1. Mandatory Forms

Shell Scheme Exhibitors need to **FILL IN & RETURN** the below forms by following the instructions:

Form	Name	Deadline	Return to
Form 1	Fascia Name (For Standard Booth)	<b>12 April,2024</b>	NK
Form 2	Booth Services Location Plan (For Standard Booth)	<b>12 April,2024</b>	NK
Form 14	Exhibit Transportation	<b>12 April 2024(TBC)</b>	NKL

2. The following forms are **OPTIONAL** and only need to be filled in if related services are required:

Form	Name	Deadline	Return to
Form 3	Furniture Rental (For Standard Booth)	<b>12 April 2024</b>	NK
Form 4A	Electrical Installation (For Standard Booth)	<b>12 April 2024</b>	NK
Form 5	Telecom and Network Services	<b>12 April 2024</b>	NK
Form 7	Application of Contractors Badge	<b>12 April 2024</b>	NK

▲ The information stated above are only for a reference. The organizer reserves the right for the final decision.

- Exhibitors are requested to **RETURN ALL MANDATORY FORMS & OPTIONAL FORMS** to the appointed organizations by the deadline. Please enclose all necessary payments, samples, designs, and other information. Confirmation of form is subject to payment received.

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## 8. FORMS & DEADLINES–RAW SPACE BOOTH

### 1. Mandatory Forms

Raw Space Exhibitors need to **FILL IN & RETURN** the below forms by following the instructions:

Form	Name	Deadline	Return to
Form 4B	Electrical Service (For Raw Space)	<b>12 April 2024</b>	NK
Form 6	Information of Contractors (For Raw Space)	<b>12 April 2024</b>	NK
Form 7	Application of Contractors Badge	<b>12 April 2024</b>	NK
Form 8	Performance Bond Deposit Form (For Raw Space)	<b>12 April 2024</b>	NK
Form 11	Raw Space Booth Move Out Inspection	<b>On-site submission</b>	NK
Form 12	Service Energization Application	<b>On-site submission</b>	NK
Form 14	Exhibit Transportation	<b>12 April 2024(TBC)</b>	NKL

2. The following forms are **OPTIONAL** and only need to be filled in if related services are required:

Form	Name	Deadline	Return to
Form 5	Telecom and Network Services	<b>12 April 2024</b>	NK
Form 9	Rigging and Hanging Banners Application	<b>12 April 2024</b>	NK
Form 10	Lift Platform Application	<b>12 April 2024</b>	NK
Form 13	Overtime Working Application	<b>On-site submission</b>	NK

▲ The information stated above are only for a reference. The organizer reserves the right for the final decision.

- Exhibitors are requested to **RETURN ALL MANDATORY FORMS & OPTIONAL FORMS** to the appointed organizations by the deadline. Please enclose all necessary payments, samples, design, and other information. Confirmation of form is subject to payment received.

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## 9. WORKFLOW FOR RAW SPACE BOOTH CONSTRUCTIONS/EXHIBITORS

提交**表格 6**用以通知大會總承建貴司委託的展台搭建商資料。  
(參展商如委託大會總承建負責搭建，以下工作將由大會總承建代為辦理。)  
Submit **Form 6** to inform the Official Contractor about your contractors information.  
(If exhibitor entrusts the Official Contractor to be the contractor, the following procedure will be handled by Official Contractor.)



請向大會總承建遞交申請電力供應的**表格 4B**、承建商工作證**表格 7**、履約保證金**表格 8**。  
其他表格按需提交。  
Please submit **Form 4B** for electrical services, **Form 7** for contractors badge application, and **Form 8** for Performance Bond Deposit to the Official Contractor. Other forms are submitted on demand.



參展商須向大會總承建提交展位設計圖稿效果圖(展位全貌清晰可見)、施工圖(標示出所有尺寸及材質物料等)、電力圖(標示出電力裝置位置及用電量明細);  
若展台設計為**雙層展台、或高度達 3.5 米或以上，或寬度達 12 米或以上**，則另須提交澳門政府認可工程師簽發之安全證明書以待批准。參展商將自行承擔審核費用。  
Exhibitors must submit to the Official Contractor of the exhibition booth design drawings and renderings (full view of the booth is clearly visible), construction drawings (indicating all dimensions and materials, etc.), and electrical diagrams (indicating the locations of electrical installations and the details of electricity consumption).  
If the booth is designed as a **double-layers booth, or the height is 3.5 meters or more, or the width is 12 meters or more**, a safety certificate issued by an engineer approved by the Macao SAR government must be submitted for approval. Exhibitors will bear the audit fees themselves.



入場搭建前，請先落實下列費用： (1) 電力裝置 ( <b>表格 4B</b> ) (2) 承建商工作證 ( <b>表格 7</b> ) (3) 履約保證金 ( <b>表格 8</b> )	Before Construction, please confirm the following fees: (1) Electrical Service ( <b>Form 4B</b> ) (2) Application of Contractors Badge ( <b>Form 7</b> ) (3) Performance Bond Deposit ( <b>Form 8</b> )
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佈展期間展台搭建完成後，由合資格電器技師現場提交**表格 12 供水供電表格**，提交時要出示有效資格證明文件；撤展期間展台如期拆卸、展位物料和廢棄物完全清理後，且展位裝置未發現任何損壞，須由大會總承建進行最後檢查，及後簽發**表格 11 場地驗收表格**後方可於展期後取回履約保證金。  
After the booth construction is completed during the set-up period, a qualified electrical technician have to submit **Form 12 Service Energization Application** on-site, and a valid qualification certificate must be presented at the time of submission; During the move-out period, after the booth is disassembled as scheduled, the booth materials and waste are completely cleaned up, and no damage is found to the booth equipment, Official Contractor will conduct a final inspection and issue **Form 11 Raw Space Booth Move Out Inspection** before the performance bond can be retrieved after the exhibition period.