



INTERNATIONAL TECHNOLOGY INNOVATION
EXPO

May 23-25, 2024

Exhibitor Manual

BEYOND Expo

INTERNATIONAL TECHNOLOGY INNOVATION EXPO

Dear Exhibitors,

Thank you for participating in the BEYOND Expo at the Venetian Macao Convention and Exhibition Centre. This exhibitor manual will provide step-by-step guidance through the installation process at the event. To ensure the smooth progress of the exhibition, we encourage you to read this manual thoroughly and familiarize yourself with our rules and regulations.

Once again thank you very much for your participation. We sincerely wish you a great success at the exhibition. If you have any inquiries, please feel free to contact us via email or phone at your convenience or visit our website for the latest updates.

Yours sincerely,

BEYOND Expo Committee

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1. CONTACT LIST

Organizing Committee

Propaganda

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Email: bd@beyondexpo.com

Secretariat

Contact Company (Mainland): TechNode, Forte Inc.

Contact (Phone & WeChat): (+86) 18917476544

Email: contact.sh@technode.com

Contact Company (Macao): Nam Kwong International Conference & Exhibition Co., LTD.

Contact: Ayan Mio

Tel: (+853) 8391 0967; (+86)17207203151

Email: yanmio@126.com

Official Contractor

Company Name: Nam Kwong International

Conference & Exhibition Co.,LTD.

Address :Nam Kwong Building, 9/F, Avenida do Dr.

Rodrigo Rodrigues, Macao

Contact Person: Ivy Wong

Tel: (+853) 8391 0970; (+86) 15344869719

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Communication Group

Freight Forwarder Agent

Company Name: Nam Kwong Logistics Company Limited

Address: No.4 Xianggong Road, Xiangzhou, Zhuhai

Contact Person: ALATANCHAOLU

Tel: 0756-8688323; (+86)15847277226

Fax: (+853) 2837 1770

Email: nk56qiuxiang@163.com

Catering

Company Name: Venetian Macao-Resort Hotel

Contact: Customer Service Hotline

Tel: +853 8117 2000

Fax: +853 8117 2211

Email: c&e_helpdesk@venetian.com.mo

Official Recommended Contractors:

Company Name	Company Information		
	Contact	Tel/Phone	Email
NAM KWONG INTERNATIONAL CONFERENCE & EXHIBITION CO., LTD.	許先生	(+853) 8391 0966	davehoi@126.com
HAP CHUNG CONSTRUCTION & ENGINEERING COMPANY LIMITED	曾炤傑	(+853) 6629 6996 (+86) 14714945679	sunny.chang@hapchunggroup.com
上海嶄屹展覽服務有限公司	潘先生	(+86) 13816122462	fengpan_go@qq.com

Official Recommended Logistics Supplier:

Company Name	Company Information		
	Contact	Tel/Phone	Email
NAM KWONG LOGISTICS COMPANY LIMITED	董秋香	(+86) 13928094777	nk56qiuxiang@163.com
Victor Pacific Service Ltd.	Jerry Lai	(+853) 2835 5663	F&E@vps-logistic.com
JES LOGISTICS (MACAU) LTD	梁穎傑	(+853) 2838 9486	kerry@jes.com.hk

2. CONSTRUCTION AND DISMANTLING SCHEDULE

Date	Time	Schedule	Location
Move-in Period			The CotaïExpo™at The Venetian-Macao-Resort-Hotel, Hall A To E
19-22 May, 2024	09: 00—22: 59	Official Contractor set up shell scheme booth	
19 May, 2024	14: 00—22: 59	Non-Official Contractors move in for booth	
20-22 May, 2024	09: 00—22: 59	Non-Official Contractors move in for booth	
22 May, 2024	09: 00—20: 00	Exhibitors’ registration and badges collection	
Exhibition Period			
23-25 May, 2024	09: 00—18: 00	Exhibition Period	
Opening Hours for Visitors			
23-25 May, 2024	12: 30—18: 00	Opening Hours for Visitors	
24-25 May, 2024	09: 00—18: 00	Opening Hours for Visitors	
Move-out Period			
25 May, 2024	18: 00—23: 59	Move out (Early move-out is not allowed	
26 May, 2024	09: 00—22: 59	Move out	

Important Notes:

- Organizer provides standard lighting, such as exhibition and stage lighting. The standard electricity supply during the exhibition period would be available 30 minutes prior to and after the official opening hours. Please fill in and submit **Form 4A /4B** if a 24-hour electricity supply is required, a surcharge will be applied. Confirmation of service is subject to the receipt of payment. Organizer reserves the right to reject any application without the reason provided.
- A representative of the exhibitor's side is requested to be present at the exhibition venue at any time, specifically on **19-22 May 2024** to facilitate any requirements from the organizer. Exhibitors/Non-official Contractors must have their main structure set up no later than **22:59 on 21 May 2024**. This rule will be strictly enforced by the Organizer, to have final safety-checking and cleaning before the official opening. If Exhibitors/Non-official Contractors didn't have any set-up work before **09:00 on 21 May 2024**, the Official Contractor will not allow any set-up process after. If Exhibitors/Non-official Contractors conduct the buildup without the official Contractor's permission, Exhibitors/Non-official Contractors should bear all the costs and charges incurred from the delay of the buildup.
- Exhibitors/Non-official Contractors are responsible for moving their own exhibits and belongings and have their booths ready for exhibiting during the appointed period. No Exhibitors/Non-official Contractors can stay in the exhibition venue and the booth after the prescribed show hours specified by

the organizer except with prior approval from the organizer. Otherwise, there will be an overtime charge applied. For details, please refer to **Form 13**.

4. Exhibits and other materials are not allowed to be removed during the Move-in and Exhibition Period. An official application is needed to be handed into the Freight Forwarder Agents for permission. If local materials need to be moved out, the Organizer is responsible for issuing the permission note. For materials from other regions/countries, the Freight Forwarder Agent is responsible for issuing the permission note. We strongly request our exhibitors not to clean up and move out the exhibits until **18:00 25 May 2024**, the last day of the exhibition.

5. On **25 May 2024**, the last day of the exhibition, all services will be terminated 30 minutes after the exhibition **(18:30)**. **All move-out and booth tear-down MUST be finished by 23:59**. We strongly recommend that exhibitors should be at the booth at least until that time to ensure the safety of your belongings whilst dismantling is taking place, and to make sure all the rental items have been returned to the suppliers.

6. Everyone should move in & out during the appointed period, early move-in and late move-out are not allowed. Any changes or maintenance of booth must be done during the specific period.

7. For the booth adjacent to the evacuation door, please leave a 1-meter passage at the back panel, and the vertical fire hydrant on the wall of the pillar in the exhibition hall shall not be blocked.

8. If there is an underground fire hydrant under the booth platform, please leave a 0.5-meter clearance (for opening and fetching water if necessary) and indicate the location clearly.

3. GENERAL GUIDE

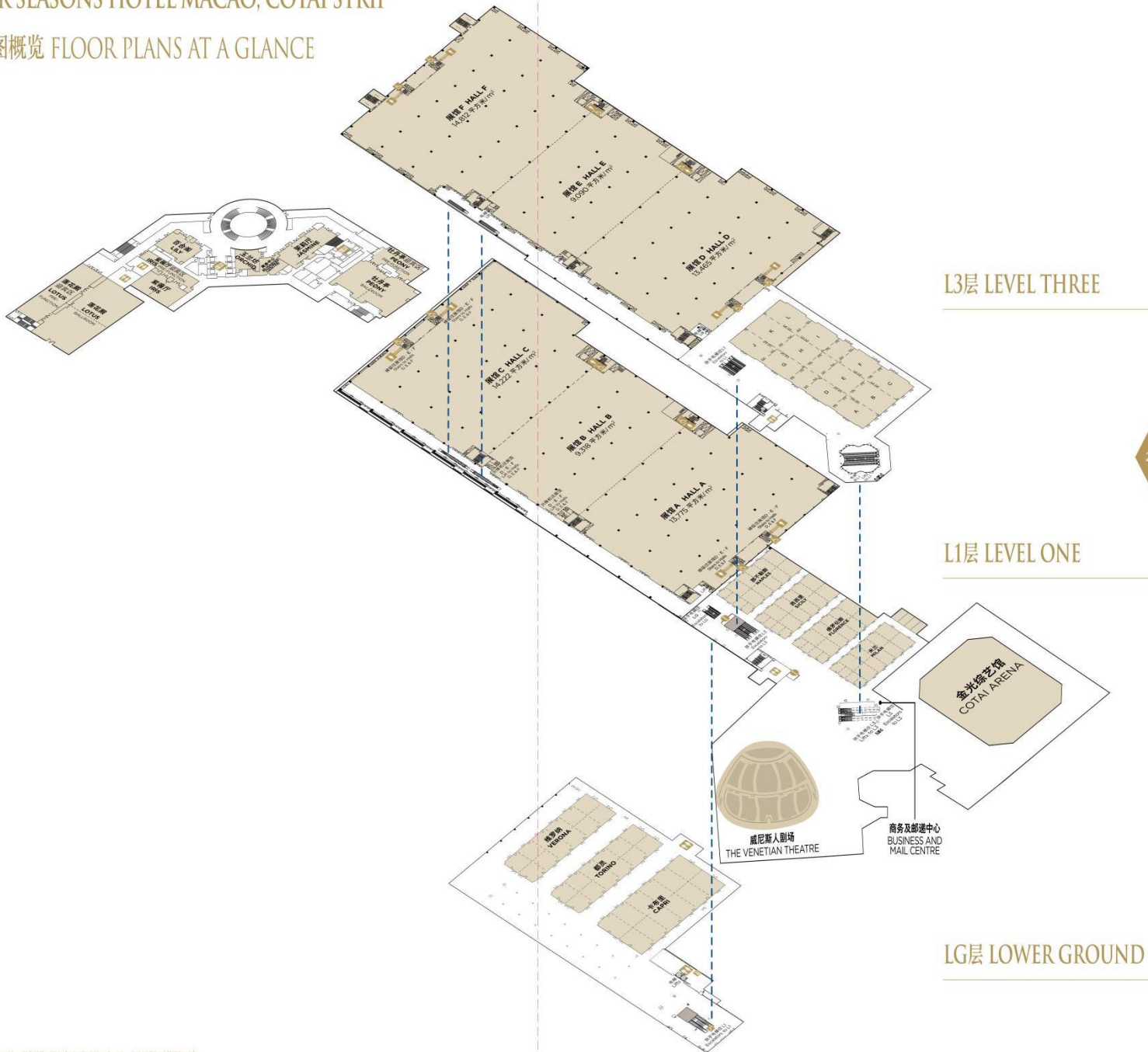
3.1 Name of Exhibition

BEYOND International Technology Innovation Expo

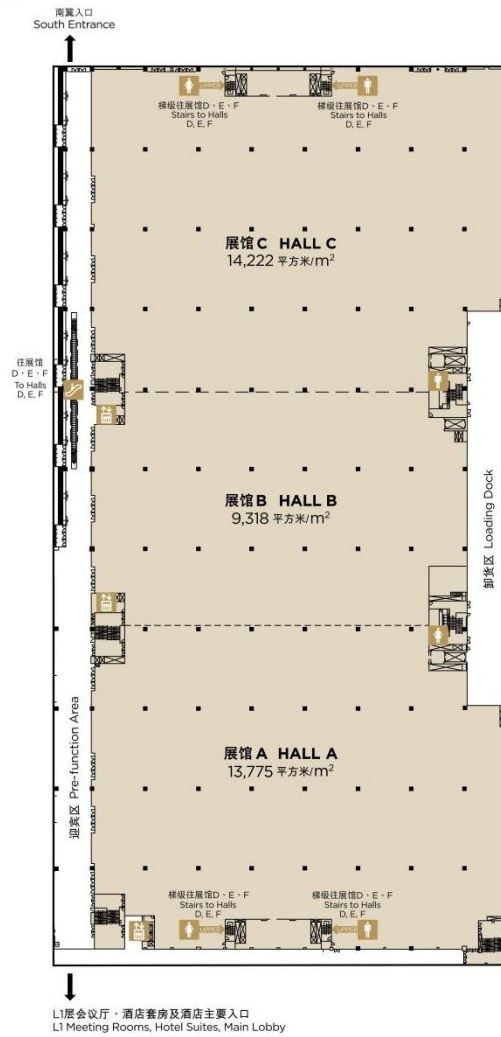
3.2 Exhibition Location

The Cotai Expo™ at The Venetian-Macao-Resort-Hotel, Hall A To E

澳门威尼斯人及澳门四季酒店
THE VENETIAN MACAO AND
FOUR SEASONS HOTEL MACAO, COTAI STRIP
平面图概览 FLOOR PLANS AT A GLANCE



金光会展—澳门威尼斯人
COTAI EXPO - THE VENETIAN MACAO
L1层 LEVEL ONE

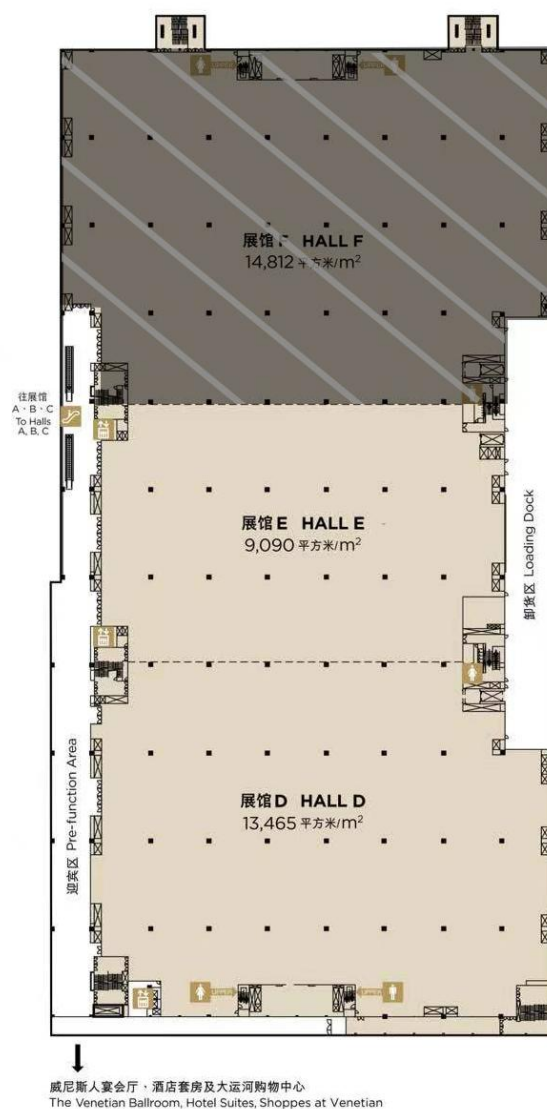


- 扶手电梯 ESCALATOR
- 升降机 LIFT
- 洗手间 RESTROOM

金光会展—澳门威尼斯人

COTAI EXPO - THE VENETIAN MACAO

L3层 LEVEL THREE



3.3 Period of Exhibition

Exhibition Opening time:

Thursday (Visitors allowed to enter at 12:30)	23/5/2024	09:00–18:00	Halls A-E
Friday	24/5/2024	09:00–18:00	Halls A-E
Saturday (Open to the public)	25/5/2024	09:00–18:00	Halls A-E

Remark: The time stated above is subject to change without prior notice, please refer to the final announcement by the Organizer.

*All booths must remain open, and all exhibits must be displayed from the official opening till the end of the exhibition.

*Please note that Exhibitors' contacts will be forwarded to official parties, e.g., contractor and forwarder, etc., for contact purposes.

4. EXHIBITION RULES

4.1 Government Regulation

Exhibitor must abide by all laws of the Macao SAR and the People's Republic of China.

4.2 Admission Regulation

A 24-hour security service will be provided during the whole exhibition period. The security will patrol timely to ensure the safety of the venue, however, the security and the organizer are not responsible for any loss of exhibitors' personal property, exhibitors must wear their badges when entering the venue and the security has the right to check any items from entering and leaving the venue.

The organizer reserves the right to change the exhibition plans or exhibition venue allocation at any time without prior notice to exhibitors. Relevant complaints will not be accepted.

The organizer reserves the right to modify plans and/or when necessary to change the allocation of booths that have been allocated to exhibitors (based on the whole exhibition interest). Exhibitors shall not call for any compensation from the organizer.

To maintain the image of the exhibition, for those exhibitors who do not show up on the first day of the exhibition, the organizer reserves the right to seal or make alternative arrangements for the use of vacant booths without prior notice to exhibitors. Exhibitors shall not call for any compensation from the Organizer.

a. VISITOR ADMISSION

Organizer reserves the right at absolute discretion to refuse admission to the exhibition for visitor, exhibitor, or their agents who are regarded as to be likely to create disturbance or discomfort to the exhibition during the whole exhibition period (including move-in and move-out time).

b. EXHIBITOR ADMISSION

Exhibitor badges will be available for pick-up at the Organizer's office on-site, starting from **22 May 2024 at 09:00**. All exhibitors are required to wear their badges at all times in the exhibition venue. Staff, contractors, or agents of exhibiting companies must wear the official badges issued by the Organizer. The badges are not transferable. The security has the right to check badges and ID if necessary.

c. NON-OFFICIAL CONTRACTORS ADMISSION

If exhibitors hire other contractors for booth construction, exhibitors are required to apply for the contractor badges from the official contractor no later than **12 April 2024**, by completing **Form 7**. Contractor badges issued to those contractors and their workers are only valid during the Move-in and Move-out period for the purpose of construction and dismantling.

4.3 Performance Bond Deposit

All raw space/non-official contractors must provide a performance bond deposit of **HKD/MOP400/sqm** (**Minimum charge: HKD/MOP5,000; Maximum charge: HKD/MOP50,000**) according to the size of the booth. This amount will be used towards any damages caused during the build-up or dismantling and cleaning of the booth after the exhibition. All workers who are working at the exhibition venue must be legally authorized to work in the Macao SAR.

Performance bond deposit can only be made by cheque, T/T or Cash

1. Payable to: Nam Kwong International Conference & Exhibition Co.,LTD.

Please write down the below information at the back of the cheque: “Exhibition Name”, “Company Name” and “Booth Number”.

2. Direct Deposit or T/T:

Name of the Account: Nam Kwong International Conference & Exhibition Co.,LTD.

Bank: BANK OF CHINA MACAO BRANCH, MACAO

Account Number (MOP): 180101101810402

(HKD): 180111103502582

Swift Code: BKCHMOMX

Bank address: BANK OF CHINA BUILDING AV. DOUTOR MARIO SOARES, MACAO

Bank Telephone: 853-2878 1828

*Note:

-Applicable to Direct Deposit or T/T.

-T/T and other banking charge(s) should be paid by customers.

-Remittance note should be emailed or faxed to Official Contractor for confirmation.

If there is no violation occurred during the exhibition period, the official contractor will return the deposit to the exhibitor within **15-45 working days**. Otherwise, charges will be directly deducted from the deposit. Companies from Macao will be returned by cheque, other regions companies will be returned by remittance. Exhibitors must ensure that their exhibits and booth materials are removed on **25 May 2024** (the last day of the exhibition). Any items remaining will be disposed of immediately. Submit **Form 11 Raw Space Booth Move out Inspection** to the official contractor after the booth dismantling is finished.

4.4 Operations-Loading Docks

HOW TO GET TO THE COTAI EXPO™ LOADING DOCKS



Rules of cargo-carried vehicles pass for exhibitors and contractors:

- a. Organizer will strictly control the exhibitors, contractors, and logistics suppliers from entering the exhibition venue and loading docks for temporary parking and loading/unloading cargo during the whole exhibition period (including the move-in and move-out times).
- b. Only cargo-carried vehicles with valid “Cargo-Carried Vehicle Passes” will be allowed to enter the loading docks.
- c. All “Cargo-Carried Vehicle Passes” should be displayed on the vehicle's windshield at all times for checking purposes (only valid during the move-in & move-out period).
- d. The speed limit within The Venetian loading docks is 15km/hr. Vehicles caught exceeding the speed limit will be barred from entering.
- e. Any vehicles found overtime or illegal parking, the Organizer reserves the right and absolute discretion in towing the car away and the charges that occurred need to be paid by

the relevant parties. Specifically, the Organizer can refuse entry to any vehicles despite them possessing a valid “Cargo-Carried Vehicle Pass” without prior notice. Organizer will not reissue the pass and the payment cannot be refunded.

f. The “Cargo-Carried Vehicle Pass” is not transferable.

g. The “Cargo-Carried Vehicle Pass” is only for cargo-carried vehicles entering into the Venetian loading docks. The pass should not be used for entry into the exhibition venue by the drivers or their assistants. For entry into the exhibition, they should carry contractor passes or exhibitor passes.

h. A fee of MOP60 will be charged for every pass issued at the Off-Site Staging Area. Maximum unloading and loading time are confined to 45 minutes at the Venetian loading docks. The over-time surcharge is based on MOP60 per 15 minutes for any excess of the normal 45 minutes.

i. Fees received are not refundable.

j. A penalty of MOP60 will be charged for loss passes.

k. All cargo-carried vehicles must leave the loading docks immediately after cargo has been unloaded. This pass is only valid for one time and one car only in the period of move-in & move-out.

4.5 Protection Against Theft and Other Damage

General security service for the exhibition venue will be arranged by the Organizer, including dispatching security guards to patrol the venue. All exhibitors must take utmost care of their exhibits and belongings during the whole period (including move-in and move-out times). The exhibitors can hire their own security guards if necessary. Nevertheless, exhibitors should take their own responsibility for not leaving any valuables in their booths. Please be sure to pack all the items at booths during the exhibition period. The Organizer is not responsible for any loss. If exhibitors display the exhibits of high value in exhibition, please arrange personal security guards for safety issues if needed.

If any exhibitors suspect that any theft, loss, or other untoward event has occurred, please report the incident to the Organizer and the security guards in the exhibition hall immediately or call the Venetian’s crime reporting hotline at +853 8118 0999 (Security Control Room).

4.6 Food and Beverage

According to the regulations of The Venetian, outside food and beverages are not allowed to be taken into the exhibition venue. The Organizer reserves the right to ensure the removal of any food or beverage not supplied by the authorized parties from the venue. The Venetian can provide food and beverages to exhibitors.

Exhibitors should not sell any dairy products, ice cream, and other iced products (free tasting or sales). All the food and beverages for selling or tasting must comply with the most stringent hygiene requirements and be suitable for human consumption. The exhibits involved in the above activities must match the exhibits listed in the application form. The Organizer reserves the right to request exhibitors to provide the food hygiene and safety certificate issued by health or inspection and quarantine departments. The Organizer reserves the right to stop selling or providing a tasting of the food and beverages immediately.

Food portions must be limited to tasting size only (approx. 50g or bite-size).

Beverages (non-alcoholic) must be a maximum of 30ml.

Alcoholic Beverages—wine & beer must be a maximum of 10ml for spirits.

4.7 Visa Information

For any information regarding entrancing in Macao S.A.R. Please visit the website: <http://www.fsm.gov.mo/psp/cht/main.html> or call the Immigration Office of the Macao Security Police at +853 2872 5488, or email psp-info@fsm.gov.mo for further information.

The Organizer can send out the invitation for the application of travel documents from Mainland China to Macao S.A.R. Please contact the Organizer if needed. With the invitation, exhibitors can apply for a Macao S.A.R. entry/departure document through the local office of foreign affairs.

4.8 Telephone/ Fax / Other Internet Facility

If Exhibitors need to have telephone, fax, or Internet and network solutions, please fill in **Form 5**. The form must be submitted to the official contractor no later than **12 April 2024**.

4.9 Standard Booth Specification

- Shell Scheme Booth is a 3m-by-3m standard booth. (Please Fill in **Form 1**):
3m-by-3m, 9sqm Standard Booth:

1) Fascia: Fascia with the name of the Exhibitor in English and Chinese, booth number, and Exhibition logo. The design of the fascia is decided by the Organizer.

1) Partition walls: Partition walls are in a white modular system, not more than three walls (two side faces and one back face). The size of the wall is 1mWx2.5mHx3mmD, fireproof surface.

2) Furniture: One lock-less information counter (1000mm(W)x500mm(D)x750mm(H)), two folding chairs, one round table.

3) Lighting: 23 watts spotlights x2

4) Power: 13Amp/220v square pin power socket (max: 500W) x1

5) Cleaning: rubbish bin

(*The height of a standard booth backdrop is 2.5 mH. The maximum height of exhibit fixtures and components must not exceed 3.5 mH (including 3.5 mH).

Note: All the items included in the standard shell booth cannot be interchanged with other items. If exhibitors do not require any of these items, no refund will be given.

4.10 Exhibition Hall Specification

Location	:	Hall A, B , C , D & E The Cotai Expo™, The Venetian Macao-Resort-Hotel
Floor Loading (Per Sqm)	:	1.25 ton/m ²
Floor	:	Concrete floor with hardening
Ceiling Height	:	8m
Freight Entrance	:	Sliding Gate (9m (W) x4.5m (H))- Hall A, B, C, D & E
Loading Door Dimensions	:	9m (W) x4.5m (H)
Air Conditioning	:	Central air-conditioning system; Standard (When provided): 23°C (±1°C), 55% RH (±5%)
Standard Electrical Supply	:	From pillars to ceiling; ranging from 13 Amp single phase power socket to 125 Amp triple phase power socket.

5. EXHIBITOR RULES & REGULATIONS

5.1 Rules and Regulation for Exhibitors

It is the responsibility of all exhibitors and their representatives as indicated on the applications and exhibition contracts, here referred to as “Exhibitor” to ensure that all booth personnel and contractors working on behalf of the exhibitor adhere to conduct themselves in a professional and polite manner.

5.2 Health and Safety Guidelines and Risk Assessment

Exhibitors should welcome everyone who comes to the booth politely and follow the safety and health rules. Exhibitors cannot post anything with discrimination and restrict certain groups of people from coming to the booth. Exhibitors must ensure that all their staff and contractors should conduct all activities in a safe manner.

- a. Ensure all their staff and contractors who working at the exhibition comply with all venue & company's relevant Occupational Health & Safety Policies and Procedures.
- b. Provide necessary safety measures and operation systems to ensure working in a normal and safe way.
- c. A person with full knowledge of the Exhibitor's Occupational Health & Safety Policies and Procedures is appointed to supervise the booth at all times, including move-in, exhibition period, and move-out.
- d. Exhibitor shall ensure that the booth is torn down in a safe, systematic, and organized way within the specified dismantling period and follow the Organizer's arrangement.
- e. All staff, contractors, and logistics suppliers are required to be Macao local workers or have valid working visas/permits to work in Macao S.A.R.

Safety Procedures

Safety procedures for the exhibition include the following:

- a. During the build-up and breakdown period, safety measures like helmets and reflective safety vests are required to be worn at all times.
- b. Please note that any lifting equipment must be operated by the official freight forwarder.
- c. Smoking is not permitted within the exhibition venue.
- d. During the move-in and move-out period, anyone (including exhibitors & appointed contractors) admitted to the exhibition hall must wear a reflective safety vest.
- e. Workers are required to use safety measures (such as reflective safety vests, safety belts, helmets, and Metal scaffolding) while construction activities are carried out at 2 meters or

more above the ground.

f. Any project carried out in the exhibition venue must not violate the regulations of the Venetian Macao Resorts. This regulation is applicable to all exhibitors and commissioned by the contractors/logistics providers etc. Once any violation is found, the Organizer has the right to stop the relevant construction activity immediately. Exhibitors have no right to pursue any refund.

g. Everyone, including Exhibitors, staff, and contractors is not permitted to consume alcohol (including alcoholic beverages) within the exhibition venue or in loading dock areas at any time.

5.3 Security and Insurance

The Organizer undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, including their personal belongings and exhibits. Exhibitors are responsible for all necessary insurance to cover their exhibits and belongings, the exhibitors' employees, and public liability for those who visit the booths.

5.4 Business and Manning Conduct

Exhibitors must start and finish the exhibition activities on time during the opening hours. All booths must be fully staffed and operated throughout the exhibition hours. Exhibitors are not allowed to participate in any activities which may cause annoyance or discrimination to visitors or other exhibitors. All activities of the exhibitors and staff must be confined to the booth or site allocated. Exhibitors should welcome all visitors to the booth. In any case, exhibitors are not allowed to display any discriminatory slogans to restrict visitors to visit the booth. No advertising or canvassing for business may take place elsewhere in the exhibition hall other than the booth including distributing leaflets, brochures, journals, etc. Exhibitors and staff shall not enter the other exhibitors' booth without invitation.

5.5 Payment Policy (Raw Space & Standard Booth)

If the exhibitor fails to pay the fees required by the exhibition contract or fails to abide by Exhibitor Manual, the Organizer reserves the right to terminate the exhibition contract immediately, without refund of any previous payment. No exhibitor will be allowed to access the exhibition booth if the Organizer has not received full payments of the booth rental fee before the set-up time of the exhibition.

5.6 Booth Safety and Regulation

Exhibitors shall appoint at least one staff to be responsible for their booth and allocate enough staff to present and/or demonstrate equipment, exhibit, or product at their booths:

a. Install all working machinery securely to prevent base slippage and the operation to avoid intrusion into the aisle or otherwise pose any danger to all persons, the exhibits, the exhibition hall, or the fixing device.

- b. Ensure that precautionary measures have been taken by exhibitors, including adding protective installations, arranging securities, and other safety procedures to ensure public safety. Exhibits can only be demonstrated by authorized staff and obtained prior approval from the Organizer.
- c. Adequate protection of displays and items in the booth must be ensured and applied to the Macao SAR Fire Safety rules.
- d. Ensure to obtain all the relevant local government authority license(s) and/or permit(s), observe stipulated regulations and conditions, and abide by the demonstration to use electronics between/among exhibitors. Organizer has the right to ask for the original copy for reference.
- e. The Organizer reserves the right to the final decision of confirming the qualifications of exhibitors without any reason to ensure the exhibition is conducted smoothly. The Organizer's decision is final in any dispute arising.

5.7 Exhibit Freight

For insurance reasons and to ensure proper control and coordination of on-site freight movement, only the official freight forwarder is permitted to work in the exhibition and operate lifting equipment unless the consignment can be hand-carried (without mechanical equipment, such as sack-barrows, forklifts, hard-wheel trolley, pallet trucks or cranes). Please provide information in advance to the official freight forwarder for arrangement no later than **17:00, 12 April 2024(TBC)**. This regulation will be strictly enforced by Venetian and the Organizer.

At the completion of the Exhibition, a move-out permit will be distributed to exhibitors after **14:00 on 25 May 2024**. Exhibitors must complete and return questionnaires to obtain a move-out permit for departure.

If the exhibit is particularly sensitive, the official freight forwarder may request a representative of the exhibitor to accompany and advise them on the handling of their products. Exhibitors must submit details of exhibits in writing to the official freight forwarder no later than **12 April 2024(TBC)**. Exhibitors will be informed of the date and time when exhibits will be delivered to the exhibition hall.

5.8 Venue & Loading Dock Access

The Venetian loading dock is primarily for the use of contractors appointed by exhibitors, exhibitors, and official contractors during the move-in and move-out period. According to the Exhibitor's Manual, handling machinery such as trucks, hooks, hoisting cars, forklift trucks, hydraulic press, or iron wheelbarrows at the exhibition Venue/on-site can be handled only by the official freight forwarder. No private handling equipment will be allowed in the exhibition venue. For on-site handling related services & and costs, exhibitors should contact the official freight forwarder directly.

Loading Docks, Car Park & Cargo Lift

Since the loading area is limited in space, if any vehicle is found overtime or illegal parking, Venetian will tow the vehicle without prior notice. All incurred fees need to be settled by Exhibitors/appointed contractors. There is no parking available to contractors or exhibitors on the Venetian loading dock during the move-in, operation, and move-out of the exhibition. After loading or unloading, all vehicles should leave the Venetian loading dock immediately. No private car will be allowed to enter in the loading dock. **Venetian loading dock clearance is 4.5 meters in height**. Only cargo-carried vehicles can apply the Cargo-carried Vehicle Pass to enter Venetian loading dock. It will be charged for every single entry. For any special requirements, please inform the Organizer before **12 April 2024**. The Organizer's decision is final in any dispute arising.

5.9 Storage and Disposal of Materials

There is NO storage space for empty crates/boxes or packing material in the exhibition hall. Exhibitors are responsible for removing all empty crates/boxes or packing material. Any goods or packing material left at the corridor may be disposed of without prior notice and extra removal charges will be incurred. Please contact the official freight forwarders for details for temporary storage. Delivery of stock or replenishment may only be carried out half an hour before the opening hours or immediately after the closing of the exhibition every day. All deliveries should be made during the exhibition setup period. Large items of waste materials shall be disposed of before the exhibition opening. Exhibitors need to ensure that gangways and public circulation areas are kept clean.

5.10 Venue Specification

The loading weight of the loading area is 1,250 kg/sqm. Prior arrangements must be made with the official freight forwarder if the exhibit exceeds 1,250 kg/sqm.

5.11 Exhibit Delivery

Exhibits should be sent to the exhibition hall on **22 May 2024**. The exhibitors and/or representatives must present at the booth to collect delivery. The Organizer will not take any responsibility for any delivery on behalf of exhibitors nor the safekeeping of items after delivery. Exhibitors are not allowed to bring own trolleys and all trucks are required to use the unloading area for loading/unloading. Exhibitors must make advance arrangements with the official freight forwarders (Please refer to **Form 14**) if intend to display heavier exhibits requiring lifting equipment. It is prohibited to use large-scale unauthorized handling and lifting equipment.

The fairground escalators and passenger elevators are not allowed to be used for transporting exhibits and other goods. Exhibitors should use the cargo elevator and unloading cargo area for loading and unloading goods or exhibits.

5.12 Move In & Out

The official freight forwarder is responsible for on-site transport arrangements. Light exhibits can be hand-carried to the booth, but heavy exhibits must be transported to the booth by the

official freight forwarder. Moving exhibits in or out of the exhibition venue is not permitted during the opening hours of the exhibition. If exhibitors wish to remove any item, it will need a GOODS REMOVAL PASS, issued by the Organizer. Security guards will collect the pass when exhibits are to be moved out.

5.13 BOOTH-FITTING REGULATIONS

Standard Shell Scheme Booth

- a. Unless requested by the exhibitors, the panel(s) between two or more consecutive booths of the same exhibitor will be removed.
- b. No nails nor other devices are allowed to be pinned on the exhibition panel walls, or a penalty will be charged to the exhibitors for any damage.
- c. All electrical devices (including lighting) should be approved by the official contractor and only certified electrical devices can be used. Please refer to **Form 3** if extra furniture is required. Refer to **Form 4A** if an electrical device application is required, and **Form 2** for having a special request for the location of booth facilities.
- d. The Organizer reserves the right to install power switches and fuse boxes inside an appropriate place in the booth(s).
- e. All exhibits and booth materials shall be removed immediately after the closing of the exhibition according to the arrangements and within the time limits specified by the Organizer. Any exhibits or booth material left behind at the exhibition venue shall be deemed abandoned. Exhibitors are responsible for the expenses incurred with the removal of the abandoned exhibit materials.
- f. The exhibitor is responsible for any damage caused to other booths, the exhibition's property, or the property of third parties.

Raw Space Booth

a. Design Proposals

If the exhibitor appoints their own contractor for design and construction work, the design proposals must be submitted to the official contractor for approval no later than **12 April 2024**. Drawings submitted must be to the reasonable scale of not less than 1:100, in full dimensions, and must obtain information such as floor plan, booth elevation, electrical fitting, colors and materials and any audio-visual equipment to be used, etc. If there is any question about the height limit of the booth, please contact the official contractor. The official contractor reserves the right to withhold granting approval to the drawings or require amendments or variations of the proposals.

b. Fire Precaution Measures

All materials and fittings used or displayed in the booth must be fire-proofed and be in accordance with all applicable fire prevention and building regulations of the Macao S.A.R. Raw space contractors are required to prepare one functional fire extinguisher at a conspicuous spot within the assigned area.

c. Electricity Supply

All the electricity installation should be completed by a licensed and qualified electrician. The electrical installation drawing should be submitted to the official contractor for approval no later than **12 April 2024**. With the approval test and completed **Form 12** after installation on-site. Electricity will then be supplied.

d. Height Limits

Exhibitors must apply for approval of any booth with a structure height over 3.5m (including 3.5m) or a double dock structure but limited to 6 mH from the official contractor. The official contractor allows construction only with approval. Exhibitors must accept full responsibility for the safety of the structure. The mentioned approval above must also carry a “Safety Certificate” issued by a qualified engineer/surveyor in Macao S.A.R. Exhibitors will have to submit this certificate to the official contractor for approval no later than **12 April 2024**. If this rule is not obeyed, the official contractor reserves the right to prohibit access to the booth.

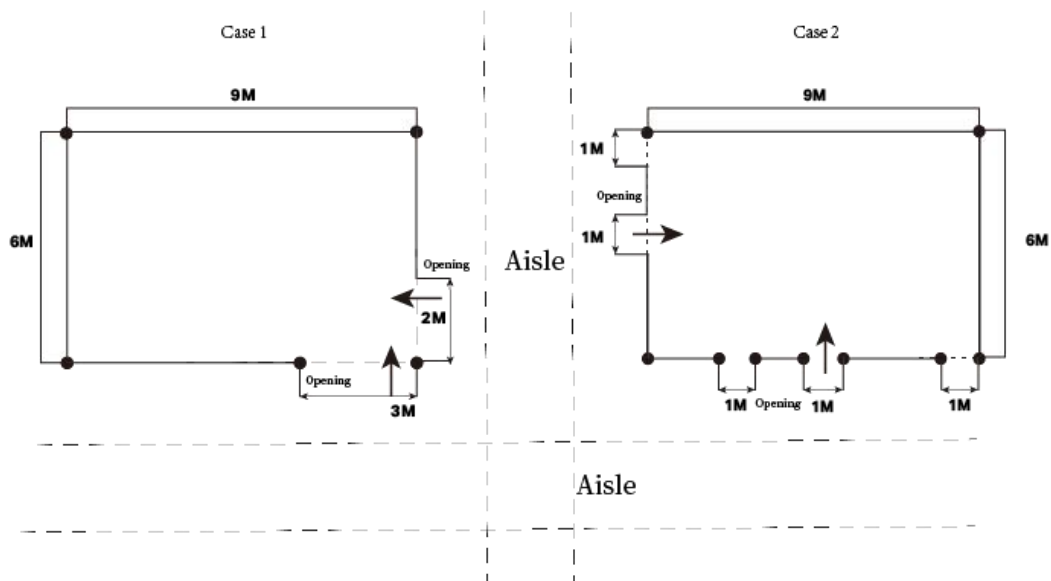
e. Performance Bond Deposit

All exhibitors are required to lodge a performance bond deposit of HKD/MOP400/sqm (minimum charge: HKD/MOP5,000; Maximum charge: HKD/MOP50,000) to ensure that their raw space sites are clear of any bulky or rubbish after the exhibition. If the exhibitors clean up the booths and removed rubbish properly, the deposit will be refunded to exhibitors within 15-45 working days.

f. Booth's Partitions

Exhibitors should decorate their booth's partitions facing their own booth area, aisle, and adjacent booths. All surfaces on the booth's partitions must be finished to an acceptable standard on all surfaces.

In a raw space booth, the open face of the booth cannot be fully blocked, and the vertical projection length of the structure must not exceed 2/3 of the booth.
(If the opening side is 6 meters, then at least a 2-meter-wide aisle must be provided.)



g. Paint spraying, welding, and the use of electrical saws are strictly prohibited inside the exhibition venue.

h. The Organizer requires that nothing should be posted, tacked, nailed, or screwed to columns, walls, floors, or other elements in the exhibition hall. Exhibitors are not permitted to apply paint, lacquer, adhesives, tapes, or other coating to building columns, walls, ceilings, or floors or to standard booth equipment. Hanging structures signs or banners used must be approval by the Organizer. The Organizer reserves the right to refuse any hanging structures, signs, or banners that are deemed unsafe.

i. Please avoid excessively extravagant lighting designs. The use of devices that cause

interference, such as rotating spotlights or flashlights, is strictly prohibited. All lighting effects (including neon lights) must be limited within the booth.

j. The exhibitor is responsible for any damage caused to other booths, the exhibition's property, or the property of third parties.

5.14 Electricity Supply

a. For safety reasons, all electrical installation work at the exhibition venue must be carried out solely by the official contractor.

Basic lighting will be provided by the Organizer. The standard level of power supply is:

-Single phase 220volt (v) 50 (Hz)

-Triple phase 380volt (v) 50 (Hz)

Electricity supplies will be switched off 30 minutes after the end of the exhibition every day.

b. 24-hour electricity supplies can be provided with prior arrangement by the official contractor.

c. Contractor requiring power supply during installation and dismantling periods shall be applied in advance to the official contractor.

5.15 Electrical Services

All electric power projects must be conducted by the official contractor and all related expenses shall be settled by the exhibitors. The electrical installation drawing should be submitted to the official contractor for approval no later than **12 April 2024**. All main power installations from source to outlet (exhibition booths) must only be carried out by the official contractor. For details, please refer to **Form 4A/B**. Electrical connection in booths may be carried out by the exhibitor's technician, but connections must be inspected by the official contractor before circuits are made live. Each wire can only be used for one device, and the universal plug is strictly prohibited.

5.16 Compressed Air

The use of COMPRESSED AIR of an inflammable or toxic nature for demonstration purposes will not be permitted within the exhibition venue.

5.17 Public Address System

The PA system is used only by the Organizer for official announcements. Neither paging service nor exhibitors' announcements can be made.

5.18 Booth Cleaning

The Organizer will arrange general cleaning for the exhibition hall and booths daily prior to and after the opening of the exhibition.

5.19 Photographing / Video Shooting

Media/Commercial photographers may wish to photograph the booth or a certain exhibit, Exhibitors wishing to restrict photographs should place a notice to the exhibits and are advised to hire their own security guard to enforce the restriction.

5.20 Volume Control

It is advised that all the exhibitors should create a tranquil and comfortable environment during the exhibition period with volume control measures. Exhibitors should appoint professionals to control the volume under 80 dB. Speakers and other audio equipment must be installed facing to the booth. Exhibitors are strictly prohibited from causing noise nuisance to visitors or other exhibitors. If there is any complaint, the Organizer reserves the right to apply any sounds control measures. Exhibitors are responsible for their own consequences.

5.21 Fire Precautions

Exhibitors are required to strictly follow the regulations of concerned authorities towards safety precautions and prevention of accidents or fire. All electrical installations must be checked by the official contractor, and other hazardous materials can only be used after receiving permission from the Organizer with all necessary safety precautions.

5.22 Dilapidation

Exhibitors are solely responsible for any damage caused to other booths, the exhibition's property, or the property of third parties.

5.23 Force Majeure

The exhibition may be postponed, shortened, or extended due to any cause whatsoever outside the control of the Organizer. In this kind of situation, the Organizer shall not be responsible for any loss sustained by the exhibitor, directly or indirectly attributable to the elements of nature, force majeure, or orders and directives imposed by any governmental authority.

5.24 Authority on the Premises

In the event of any problems or disputes, the decision of the Organizer, being lessee of the premises, will be final. The Organizer also reserves the right to amend any earlier decision made to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the exhibition and concerned parties. Still, exhibitors should comply with all the rules stated in the Exhibitor Manual. The organizer has a final explanation and decision for any rules and additional provisions.

5.25 Hand-over of hall

The halls must be handed back to the Venetian Macao Resort Hotel, at **23:59 on 26 May 2024**, to make way for a subsequent event. Exhibitors must ensure that their exhibits and booth materials are removed by that time. Any items remaining will be disposed of in the fastest way possible. The organizer is not responsible for any loss or damage. Any costs involved must be paid by the exhibitors. Any revenue received due to handling these items (if has) belongs to the organizer, the organizer is not responsible for reporting these revenues to

related exhibitors.

5.26 Accommodation Arrangement

The Organizer provides exhibitors and visitors with hotel reservation services. Besides, packages for the summit and accommodation with special offers are now available. Reservations are on a first-come-first-served basis.

6. OTHERS

6.1 Bad Weather & Typhoons

During Move-in & Move-out and Exhibition periods:

- a. If the meteorological bureau gives a typhoon signal no. 8 or higher or a black rainstorm is hoisted before 08:30 a.m., the Exhibition Venue will be temporarily closed.
- b. If a typhoon signal or rainstorm is lowered or canceled before 13:00, the Exhibition Venue will be reopened in 2 hours.
- c. If a typhoon signal or rainstorm is lowered or canceled after 13:00, the Exhibition Venue will be closed for the day.

** The above information is for reference only. please refer to the final announcement. **

6.2 Exclusion of Liability

- a. Exhibitors in violation of any part of the Exhibition Manual upon the cancellation of eligibility of Exhibitors, exhibiting or any other fees (e.g., advertising and sponsorship incentive, etc.) will not be returned. At the same time, exhibitors cannot request any compensation from the organizer. Any derived costs and losses due to violation of rules shall be borne by exhibitors.
- b. Any natural disaster, war, health concerns (such as outbreak of diseases), terrorist attacks, intimidation, riot, demonstrations, internal disturbance, an accident that could not have been avoided, or any form of death and injury caused by something outside the scope of control of the organizer will not be regarded as negligence of the organizer. The organizer is not taking any responsibility.
- c. The organizer shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during or after the show. The organizer is not responsible for any loss or damage of belongings, properties, or exhibits of exhibitors. Exhibitors shall not make any claim or demand or take any legal action, against the organizer.
- d. The organizer reserves the right to exercise a general lien over any property of the exhibitors in the exhibition venue in respect of all monies due to the organizer (including claims for damage) in connection with the exhibition.
- e. Exhibitors should ensure that all exhibits will not cause any complaints or lawsuits. If there is any, exhibitors should take all the responsibilities and losses.

6.3 Intellectual Property Rights

- a. Exhibitors are prohibited from selling, displaying, or demonstrating of any unauthorized or pirated products. Activities of violating intellectual property rights are strictly prohibited in the exhibition venue. In case there is sufficient evidence of the sale or display of the products

mentioned above, exhibitors will be regarded as violating the regulations of the exhibition and will be punishable by termination of the right to use the stand and reporting to the Customs and Excise Department or corresponding governmental agencies. Exhibitors will also be blacklisted and prohibited from participating in any organizer's exhibition activity in the future.

b. Exhibitors should ensure that any visual or sound material (including vocal or visual recordings) to be displayed on the stand is obtained with relevant copyright licenses or authorized by the corresponding copyright holders.

6.4 Prevention of Epidemic or Infectious Diseases

The organizer may require all exhibitors, visitors, and staff to undergo a body temperature measure, display health code, and wear face masks before entering the exhibition venue if the situation is deemed to be necessary.

6.5 No Smoking Policy

Law No. 5/2011 of the Macao S.A.R. (Regime of Tobacco Prevention and Control) has entered effect as of 1 January 2012. The new tobacco control law stipulates the prohibition of smoking in all indoor and outdoor spaces (except for the designated smoking areas). Offenders are liable to a maximum fine of MOP1,500. For details about the Law mentioned above, please visit the following website www.ssm.gov/News/smokefree, or dial +853 28556789 for more information.

6.6 Others

a. Exhibitors should not engage in any activities that may harm the image and reputation of China, Macao S.A.R., exhibition, the organizer, and other industries. It included product safety, intellectual property rights, labor rights, environmental protection, and other related legislation.

b. If playing music (including demonstration music or background music) in the booth, exhibitors shall be responsible for all licenses.

c. When using any natural flammable liquid/material or adornment material in the exhibition venue, exhibitors must be fully responsible for the damage to the public caused by exhibits in move or in operation. Exhibitors must arrange for eligible people to operate on-site and look after exhibits with certain potential dangers (such as laser products). If exhibitors want to show such exhibits, exhibitors must ask for written consent from the organizer in advance.

d. The organizer has the right to change and re-arrange any floor plan and layout whilst exhibitors cannot redeem any indemnity.

e. The organizer has the right to terminate and fine exhibitors' qualifications and activities without reason provided.

f. The organizer has the right to stop and fine any inappropriate activities that affect others, and the penalty will be charged.

g. If exhibitors violate any rules and regulations, the organizer has the right to ban the exhibitor without refunding any fees paid and deposits involved.

h. **All rules and regulations are based on the Chinese Version. The English version is used as a reference only.**

i. Exhibitors must comply with the rules stated by the organizer and technical rules stated by the venue.

j. **No verbal agreement between the organizer and exhibitors is acceptable unless the same is confirmed in writing.**

The Organizer reserves the right to the final decision and explanation of any terms and contents in the Exhibitor Manual.

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)	12 April,2024	NK
Form 2	Booth Services Location Plan (For Standard Booth)	12 April,2024	NK
Form 14	Exhibit Transportation	12 April 2024(TBC)	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)	12 April 2024	NK
Form 4A	Electrical Installation (For Standard Booth)	12 April 2024	NK
Form 5	Telecom and Network Services	12 April 2024	NK
Form 7	Application of Contractors Badge	12 April 2024	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.

NK	Nam Kwong International Conference & Exhibition Co.,LTD.	NKL	Nam Kwong Logistics Company Limited
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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)	12 April 2024	NK
Form 6	Information of Contractors (For Raw Space)	12 April 2024	NK
Form 7	Application of Contractors Badge	12 April 2024	NK
Form 8	Performance Bond Deposit Form (For Raw Space)	12 April 2024	NK
Form 11	Raw Space Booth Move Out Inspection	On-site submission	NK
Form 12	Service Energization Application	On-site submission	NK
Form 14	Exhibit Transportation	12 April 2024(TBC)	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	12 April 2024	NK
Form 9	Rigging and Hanging Banners Application	12 April 2024	NK
Form 10	Lift Platform Application	12 April 2024	NK
Form 13	Overtime Working Application	On-site submission	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.

NK	Nam Kwong International Conference & Exhibition Co.,LTD.	NKL	Nam Kwong Logistics Company Limited
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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 (表格 4B) (2) 承建商工作證 (表格 7) (3) 履約保證金 (表格 8)	Before Construction, please confirm the following fees: (1) Electrical Service (Form 4B) (2) Application of Contractors Badge (Form 7) (3) Performance Bond Deposit (Form 8)
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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.

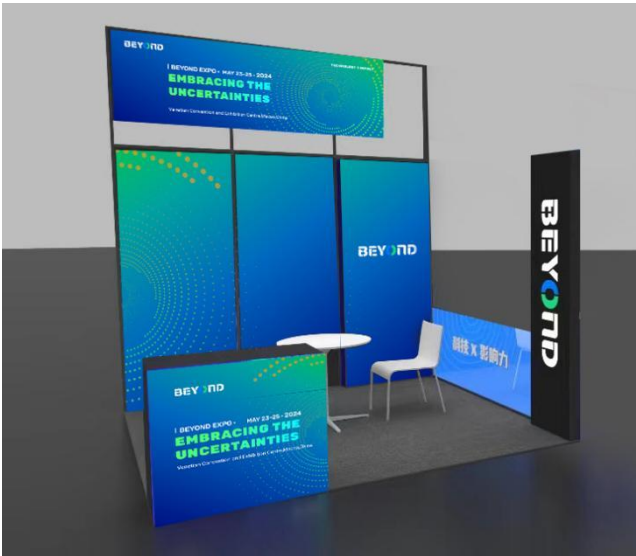
Deadline: 12 April, 2024	Form 1 Fascia Name (For Standard Booth)	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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All **shell scheme exhibitors** must fill in this form and submit it to the official contractor.

Company Name: _____ Booth Number: _____

Contact Person: _____ Title: _____

Contact Number: _____ Fax: _____



- 3m x3m Standard booth facilities:
- 23W spotlights x2
 - 13A/220V (500W) square pin socket x1
 - Lock-less information counter x1
 - Folding chairs x2
 - Round Table x1
 - Fascia
 - Rubbish bin x1

Standard booth printing size
(Only for a reference)
- Reception desk fronting printing size: 0.95mW x0.75mH
- Backdrop printing size: 2.93mW x2.48mH

***Standard booth design is for a reference only**
which will be subject to the final design of the
organizer.

Fascia Board with Company Name

i) Booth Number: _____

ii) Traditional Chinese Characters (Not exceed 16 words):

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iii) English Alphabet (Not exceed 40 words):

*If no Chinese/English name is provided, it will be regarded as no need for the Chinese/English name.

*If requesting to add Chinese/English names on fascia on-site, exhibitors need to pay an extra fee.

I confirm that I have read the general rental terms.

Date: _____ Company Chop & Signature _____

Deadline: 12 April, 2024	Form 2 Booth Services Location Plan (For Standard Booth)	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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All **shell scheme exhibitors** must fill in this form and submit it to the official contractor.

Company Name: _____ Booth Number: _____

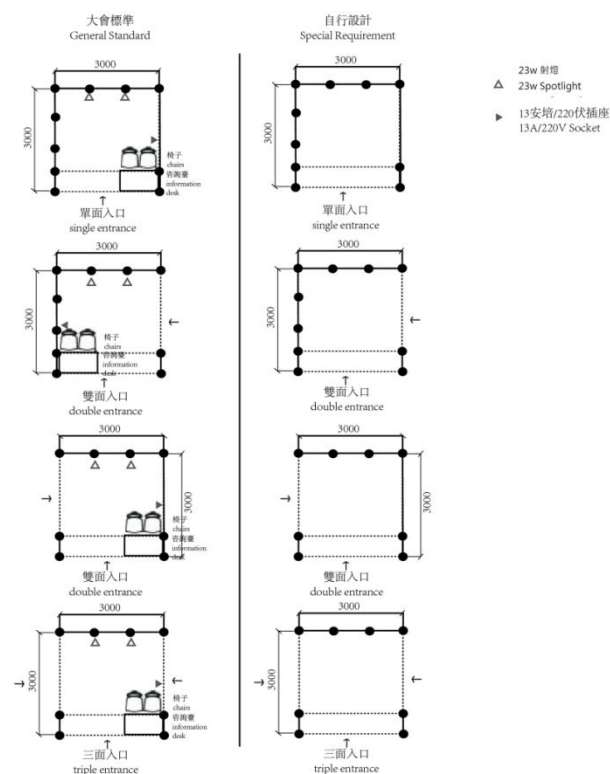
Contact Person: _____ Title: _____

Contact Number: _____ Fax: _____

The official Contractor will install the booth according to general standards if they do not receive any special request before moving in. If exhibitors have any special need for the booth, please mark the position of each item on the "Special Requirement". Requests for on-site re-positioning will be charged HKD/MOP100.00 per item.

[√] Please choose accordingly:

☐ According to Standard ☐ Special Requirement



Remarks:

1. All items ordered are on a rental basis. Exhibitors must ensure items are in good condition and if there is any damage occurs, exhibitors will be charged.
2. Any questions regarding rental furniture/ electricity installation must be proposed to the official contractor before the exhibition, otherwise, it will not be accepted.

I confirm that I have read the general rental terms.

Date: _____ Company Chop & Signature: _____

Deadline: 12 April, 2024	Form 3 Furniture Rental (For Standard Booth)	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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Company Name: _____ Booth Number: _____

Contact Person: _____ Title: _____

Contact Number: _____ Fax: _____

No.	Name of Item	Dimension (For reference)	On or before 12 Apr, Advance Rental Price	On or after 13 Apr, On-site Rental Price	QTY	Amount
		L x W x H	HKD/MOP	HKD/MOP		HKD/MOP
1.	Booth partition	1000mmW x 2500mmH	210.00	315.00		
2.	Booth partition	500mmW x 2500mmH	190.00	285.00		
3.	3mm Thick Clear Acrylic Panel	1000mmW x 2500mmH	380.00	570.00		
4.	Folding Door	1000mmW x 2000mmH	430.00	645.00		
5.	Lockable Cabinet	1000mmW x 500mmD x 750mmH	280.00	420.00		
6.	Table Showcase	1000mmW x 500mmD x 1000mmH	800.00	1,200.00		
7.	Table Showcase with lockable cabinet underneath	1000mmW x 500mmD x 1000mmH	900.00	1,350.00		
8.	Tall Showcase (with 2nos. of 50W halogen down-light inside, do not include socket)	1000mmW x 500mmD x 2500mmH	1,900.00	2,850.00		
9.	Round Table	800mmW x 720mmH	200.00	300.00		
10.	Square Table	700mmW x 700mmD x 750mmH	200.00	300.00		
11.	Information Counter	1000mmW x 500mmD x 750mmH	220.00	330.00		
12.	Rectangular Desk	1000mmW x 500mmD x 750mmH	180.00	270.00		
13.	Bar Stool		300.00	450.00		
14.	White Folding Chair		80.00	120.00		
15.	Black Leather Chair		250.00	375.00		
16.	Glass Shelf	1000mmL x 300mmD	200.00	300.00		
17.	Flat Shelf	1000mmL x 300mmD	180.00	270.00		
18.	Slope Shelf	1000mmL x 300mmD	180.00	270.00		
19.	Catalog Holder	(min. 1000mmH to max. 1600mmH)	180.00	270.00		

20.	Pegboard with 20 Hooks	1000mmW x 2500mmH	585.00	877.50		
21.	Pegboard with 20 Hooks (Suitable for cabinet)	1000mmW x 1750mmH	470.00	705.00		
22.	10 "S" Shape Hooks		95.00	142.50		
23.	Rubbish Bin		25.00	37.50		
24.	Backdrop printing (Not include design)	2930mmW x 2480mmH	1,800.00	2,400.00		
25.	42-inch TV (With USB and HDMI port)	1800mm Truss stand/wall stand	2,400.00	2,600.00		
26.	50-inch TV (With USB and HDMI port)	1800mm Truss stand/wall stand	2,500.00	2,700.00		
					Total Amount,	

Remarks:

1. The application form must be submitted with full payments (including surcharges) to the official contractor for a valid application. Otherwise, application would not be accepted.
2. This form will serve as a receipt; no invoice or receipt will be issued unless requested by exhibitors.
3. All items are on a rental basis.
4. Please refer to this manual for the furniture' s photos.
5. Cancellation of application must be submitted in writing. Cancellation after the deadline is subjected to a 30% cancellation fee.
6. Any question regarding rental furniture must be proposed to the official contractor before **20 Apr 2024**. Otherwise, complaints will not be accepted.

Payment Methods:

(1) Cheque (Payable to: Nam Kwong International Conference & Exhibition Co.,LTD.)
Please write down the "Exhibition Name" , "Company Name" and "Booth Number" at the back of the cheque.

(2) Direct Deposit or T/T:

Name of the Account: Nam Kwong International Conference & Exhibition Co.,LTD.

Bank: BANK OF CHINA MACAO BRANCH, MACAO

Account Number (MOP): 180101101810402

(HKD): 180111103502582

Swift Code: BKCHMOMX

Address of bank: BANK OF CHINA BUILDING AV. DOUTOR MARIO SOARES, MACAO

Bank Telephone: +853-2878 1828

*Note:

-Applicable to Direct Deposit or T/T.

-T/T and other banking charge(s) should be paid by customers.

-Remittance note should be email or fax to the official contractor for confirmation.

I confirm that I have read the general rental terms.

Date: _____ Company Chop & Signature: _____

Reference photos of additional furniture

 <p>1. & 2. Booth Partition</p>	<p>No Reference Photo</p> <p>3. 3mm Thickness Clear Acrylic Panel</p>	 <p>4. Folding Door</p>
 <p>5. Lockable Cabinet</p>	 <p>6. Table Showcase</p>	 <p>7. Table Showcase with lockable cabinet underneath</p>
 <p>8. Tall Showcase</p>	 <p>9. Round Table</p>	 <p>10. Square Table</p>
 <p>11. Information Counter</p>	 <p>12. Rectangular Desk</p>	 <p>13. Bar Stool</p>

Reference photos of additional furniture

 <p>14. White Folding Chair</p>	 <p>15. Black Leather Chair</p>	<p>No Reference Photo</p> <p>16. Glass Shelf</p>
 <p>17. Flat Shelf</p>	 <p>18. Slope Shelf</p>	 <p>19. Catalog Holder</p>
 <p>20. & 21. Pegboard with 20 Hooks</p>	 <p>22. "S" Shape Hooks</p>	 <p>23. Rubbish Bin</p>

Deadline: 12 April, 2024	Form 4A Electricity Installation (For Standard Booth)	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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Company Name: _____ Booth Number: _____

Contact Person: _____ Title: _____

Contact Number: _____ Fax: _____

No.	Name of Item	On or before 12 Apr, Advance Rental Price	On or after 13 Apr, On-site Rental Price	QTY	Amount
		港元/澳門元 HKD/MOP	港元/澳門元 HKD/MOP		HKD/MOP
Lighting & Socket					
1.	23w Energy Saving Spotlight	250.00	375.00		
2.	23w Energy Saving Longarm Spotlight	260.00	390.00		
3.	70w HQI (White light)	550.00	825.00		
4.	50w Halogen Track light (Amber light)	320.00	480.00		
5.	300w Floodlight	500.00	750.00		
6.	Lighting Connection (up to 100w Max) (Excluding Installation)	210.00	315.00		
7.	Lighting Connection (up to 300w Max) (Excluding Installation)	380.00	570.00		
8.	Lighting Connection (up to 500w Max) (Excluding Installation)	560.00	840.00		
9.	UK Type Square Pin Socket/ 220V single phase/50Hz Max. up to 500w (Not For Lighting)	400.00	600.00		
10.	UK Type Square Pin Socket/ 220V single phase/50Hz Max. up to 1000w (Not For Lighting)	600.00	900.00		
11.	UK Type Square Pin Socket/ 220V single phase/50Hz Max. up to 1500w (Not For Lighting)	800.00	1,200.00		
12.	UK Type Square Pin Socket/ 220V single phase/50Hz Max. up to 2500w (Not For Lighting)	1,200.00	1,800.00		

13.	Power Plug Adapter	30.00	45.00		
24hrs Eccentricity Rental					
14.	UK Type Square Pin Socket 500W (For 24 hours)	1,500.00	2,250.00		
15.	UK Type Square Pin Socket 1000W (For 24 hours)	2,500.00	3,750.00		
16.	UK Type Square Pin Socket 2000W (For 24 hours)	4,500.00	6,750.00		
17.	UK Type Square Pin Socket 3000W (For 24 hours)	6,200.00	9,300.00		
Total Amount:					

Remarks:

1. The application form must be submitted with full payments (including surcharges) to the official contractor for a valid application. Otherwise, application would not be accepted.
2. This form will serve as a receipt; no invoice or receipt will be issued unless requested by exhibitors.
3. All items are on a rental basis.
4. Please refer to the rental services in this manual.
5. Cancellation of application must be submitted in writing. Cancellation after the deadline is subjected to a 30% cancellation fee.
6. All electricity installation is for machinery use only, not for lighting. If exhibitors or non-official contractors bring their own lighting devices for booth decoration, they must submit distribution details and pay the lighting connection charges (need to be quoted Mayarately) to the official contractor.
7. One socket/ power supply is only for one electrical appliance or machine.
8. Any question regarding rental items must be proposed to the official contractor before **20 Apr 2024**. Otherwise, complaints will not be accepted.

Payment Methods:

(1) Cheque (Payable to: Nam Kwong International Conference & Exhibition Co.,LTD.)

Please write down the "Exhibition Name", "Company Name" and "Booth Number" at the back of the cheque.

(2) Direct Deposit or T/T :

Name of the Account: Nam Kwong International Conference & Exhibition Co.,LTD.

Bank: BANK OF CHINA MACAO BRANCH, MACAO

Account Number (MOP): 180101101810402

(HKD): 180111103502582

Swift Code: BKCHMOMX

Address of bank: BANK OF CHINA BUILDING AV. DOUTOR MARIO SOARES, MACAO

Bank Telephone: +853-2878 1828

***Note:**

-Applicable to Direct Deposit or T/T.

-T/T and other banking charge(s) should be paid by customers.

-Remittance note should be email or fax to Official Contractor for confirmation.

I confirm that I have read the general rental terms.

Date: _____

Company Chop & Signature: _____

Deadline: 12 April, 2024	Form 4B Electricity Installation (For Raw Space)	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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Company Name: _____ Booth Number: _____
Contact Person: _____ Title: _____
Contact Number: _____ Fax: _____

No.	Name of Item	On or before 12 Apr, Advance Rental Price	13-24 Apr, Standard Rental Price	On or after 25 Apr, On-site Rental Price	QTY	Used for 3 days	Amount
		HKD/MOP	HKD/MOP	HKD/MOP			HKD/MOP
Power Main for Show Day							
1.	30Amp / 220v Single phase / 50Hz + neutral	3,100.00	4,030.00	4,650.00		23-25 May	
2.	30Amp / 380v Three phase / 50Hz + neutral	7,500.00	9,750.00	11,250.00		23-25 May	
3.	60Amp / 380v Three phase / 50Hz + neutral	18,000.00	23,400.00	27,000.00		23-25 May	
24hrs Power Main for Show Day							
4.	30Amp / 220v Single phase / 50Hz + neutral	4,650.00	6,045.00	6,975.00		23-25 May	
5.	30Amp / 380v Three phase / 50Hz + neutral	11,250.00	14,625.00	16,875.00		23-25 May	
6.	60Amp / 380v Three phase / 50Hz + neutral	27,000.00	35,100.00	40,500.00		23-25 May	
Power Main for Move In/Out Period (Per Day)							
7.	30Amp / 220v Single phase / 50Hz + neutral	1,030.00	1,339.00	1,545.00			
8.	30Amp / 380v Three phase / 50Hz + neutral	2,500.00	3,250.00	3,750.00			
9.	60Amp / 380v Three phase / 50Hz + neutral	6,000.00	7,800.00	9,000.00			
24hrs Power Main for Move In/Out Period (Per Day)							
10.	30Amp / 220v Single phase / 50Hz + neutral	1,545.00	2,008.50	2,317.50			
11.	30Amp / 380v Three phase / 50Hz + neutral	3,750.00	4,875.00	5,625.00			
12.	60Amp / 380v Three phase / 50Hz + neutral	9,000.00	11,700.00	13,500.00			
總金額 Total Amount:							

Remarks:

1. The application form must be submitted with full payments (including surcharges) to the official contractor for a valid application. Otherwise, application would not be accepted.
2. This form will serve as a receipt; no invoice or receipt will be issued unless requested by exhibitors.
3. All items are on a rental basis.
4. Cancellation of application must be submitted in writing. Cancellation after the deadline is subjected to a 30% cancellation fee.
5. Electricity will be provided to test after 2 pm on the day ahead of the official opening day, there will be an extra charge if need to have the electricity before 2 pm.

Payment Methods:

(1) Cheque (Payable to: Nam Kwong International Conference & Exhibition Co.,LTD.)

Please write down the "Exhibition Name" , "Company Name" and "Booth Number" at the back of the cheque.

(2) Direct Deposit or T/T:

Name of the Account: Nam Kwong International Conference & Exhibition Co.,LTD.

Bank: BANK OF CHINA MACAO BRANCH, MACAO

Account Number (MOP): 180101101810402

(HKD): 180111103502582

Swift Code: BKCHMOMX

Address of bank: BANK OF CHINA BUILDING AV. DOUTOR MARIO SOARES, MACAO

Bank Telephone: +853-2878 1828

*Note:

-Applicable to Direct Deposit or T/T.

-T/T and other banking charge(s) should be paid by customers.

-Remittance note should be email or fax to Official Contractor for confirmation.

I confirm that I have read the general rental terms.

Date: _____

Company Chop & Signature: _____

Deadline: 12 April, 2024	Form 5 Telecom and Network Services	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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Company Name: _____ Booth Number: _____

Contact Person: _____ Title: _____

Contact Number: _____ Fax: _____

No.	Name of Item	On or before 12 Apr, Advance Rental Price	13-24 Apr, Standard Rental Price	On or after 25 Apr, On-site Rental Price	QTY	Used for 3 days
		HKD/MOP	HKD/MOP	HKD/MOP		
Voice & Fax Service						
1	Telephone Set -Local Telephony including intra-city telephone communication	600.00	780.00	900.00		
2	Fax Machine-Local Telephony including intra-city telephone communication	600.00	780.00	900.00		
3	Credit card line through PABX system (credit card machine excluded) Remarks: Bank of China Union pay with credit card line need to be ordered Mayarately, 20 days before opening day	1,100.00	1,430.00	1,650.00		
Data Network Service						
4	Broadband internet connection (bandwidth sharing) for PC, printer, or laptop (NOT for networking devices) (RJ-45 plug)	2,515.00	3,269.50	3,772.50		
5	Enternet data switch - 8 ports (for aggregate users to access internet only; internet link and cable are excluded)	1,415.00	1,839.50	2,122.5		
6	Enternet data switch - 24 ports (for aggregate users to access internet only; internet link and cable are excluded)	4,245.00	5,518.50	6,367.50		
Total Amount,						

Remarks:

1. The application must be submitted with full payments (including surcharges) to the official contractor for a valid application. Otherwise, the application will not be accepted.
2. This form will be served as a receipt. No invoice or receipt will be issued unless requested by exhibitors.
3. Cancellation of application must be submitted in writing. Cancellation after the deadline is subjected to a 30% cancellation fee.
4. Lost and/or damage charge of HKD/MOP600.00 will be imposed for lost and/or damaged telephone sets. And HKD/MOP4,000.00 for damage and/or loss of Interface modem.
5. The venue will provide services above during the **23-25 May 2024**, exhibition opening hours.
6. All orders must be accompanied by scaled drawings including the exact location of each item required. To re-change the installation location of a telecom service, the original order of that service must be canceled, and a 30% cancellation charge will be applied. The renewed order is also subjected to a late order charge or on-site order charge whichever is applicable.
7. All call lines are connected through the PABX system, for those exhibitors who want to set up a credit card system need to apply the credit card terminals from legal financial constitutions in Macao SAR according to the regulation stated by the Monetary Authority of Macao. And need to click button "9" for any outside call.
8. There is only one device that can be used for each call/ fax line. Service cannot be shared without prior permission from officials.
9. Exhibitors need to install firewalls and anti-virus software in ICT systems or personal computers. Program disorders should be exhibitors' responsibilities if any loss incurred by the invasion of computer viruses and hackers.
10. Exhibitors cannot share internet services with others directly or indirectly without prior permission from officials. The speed of internet surfing is subject to quantities of users.

Payment Methods:

(1) Cheque (Payable to: Nam Kwong International Conference & Exhibition Co.,LTD.)

Please write down the "Exhibition Name" , "Company Name" and "Booth Number" at the back of the cheque.

(2) Direct Deposit or T/T:

Name of the Account: Nam Kwong International Conference & Exhibition Co.,LTD.

Bank: BANK OF CHINA MACAO BRANCH, MACAO

Account Number (MOP): 180101101810402

(HKD): 180111103502582

Swift Code: BKCHMOMX

Address of bank: BANK OF CHINA BUILDING AV. DOUTOR MARIO SOARES, MACAO

Bank Telephone: +853-2878 1828

*Note:

-Applicable to Direct Deposit or T/T.

-T/T and other banking charge(s) should be paid by customers.

-Remittance note should be email or fax to Official Contractor for confirmation.

I confirm that I have read the general rental terms.

Date: _____

Company Chop & Signature: _____

Deadline: 12 April, 2024	Form 6 Information of Contractors (For Raw Space)	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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All raw space exhibitors must fill in and submit this form.

Exhibitor Information:

Company Name:			
Contact Person:		Job Title:	
Mobile:	Tel:	Fax:	
Booth No:			
Size of Booth:	(m ²)	Size:	_____ M x _____ M

Remark: To strengthen the management of exhibition space and make sure that all exhibitors and their contractors can set up, clean up the booth, and move out the materials and waste at the time the organizer prescribed, Performance Bond Deposit needs to be paid by exhibitors/contractors in advance.

Contractor Information:

Please tick the appropriate one ☐: (If you select official contractor, do not need to fill in the form below; If you select non-official contractor, please fill in the form below.)

☐ Official contractor

☐ Non-official contractor

Company Name:		Booth Number:	
_____		_____	
Name/Job Title:			

Address:			

City:		Country:	
_____		_____	
Tel:	Fax:	Email:	
_____	_____	_____	
On-site Supervision Contact Person:		On-site Contact Person Mobile:	
_____		_____	

Our company authorizes the above contractor to contact the organizer directly about booth construction issues and comply with the rules set by the organizer. We confirm that we have read the general rental terms.

Date: _____

Exhibitor Stamp & Signature: _____

Deadline: 12 April, 2024	Form 7 Application of Contractors Badge	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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Contractor Information:

Company Name:			
Contact Person:		Job Title:	
Tel:	Email:	Fax:	
Booth Number:			
Size of Booth:	(m ²)	Size:	_____ M x _____ M

Information of Contractor Staffs:

No.	Name	Nationality	Gender	ID / Passport/ Blue card No.	Position	Job	Working Day (Start and End Date)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

(If the number of people exceeds the list, please make copies of this form as a supplement.)

Apply for contractor badge(s), **HKD/MOP 20.00** per badge. The total amount is HKD/MOP_____.

1. Badges will be issued after payment of the exhibition fee and other applied items has been settled. Then badge will be issued & distributed upon the official contractor's notification.
2. Applicants must submit their **ID copies and photos x1 (taken in these two years) together with the application form.** The individual application will not be accepted. The organizer will not accept applications with inconsistent information.

We hereby declare that:

All contractors' badges-holders representing our company are legal workers of Macao SAR according to the regulation of the Macao S.A.R., Employees Compensation Law. Those who are not should carry instructor badges and they cannot work on-site.

Insurance of the above applicants has been covered by our company/organization according to the regulation of the Macao SAR, Employees Compensation Law.

Authorized Signature & Company Stamp: _____

Badge(s)No : _____ (For Official Contractor use only) Signature: _____ Date of Pick up: _____
--

Deadline: 12 April, 2024	Form 8 Performance Bond Deposit Form (For Raw Space)	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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Contact Information,

Company Name:		Booth Number:	
Contact Person:		Job Title:	
Mobile:	Tel:	Fax:	
Email:			
On-site Supervision Contact Person:		On-site Contact Person Mobile:	
Size of Booth: (m ²)		Performance Bond Deposit (HKD/MOP):	

Remarks,

1. The application must be submitted with full payments to the official contractor for valid application, otherwise application would not be accepted.
2. This form will be served as a receipt. No invoice or receipt will be issued unless requested by the exhibitor.
3. To ensure all raw space exhibitors and contractors can finish construction, demolition of booth space, and removal of waste within the time assigned by the organizer and to strength management and implementation during the construction, exhibitors/contractors of raw space are required to pay "Performance Bond Deposit" to the official contractor.
4. Contractors should be responsible for the removal of trash and unused materials for their exhibitor(s). A deposit of HKD/MOP 400.00/sqm (Minimum charge: HKD/MOP 5,000.00; Maximum charge: HKD/MOP 50,000.00). Any remaining rubbish requiring clean-up by the organizer will be at the expense of the exhibitor(s) conceded or deducted directly from the deposit.
5. Contractors need to pay the performance bond deposit in advance, and then the contractors will be allowed to bring items and have construction in the venue.
6. Exhibitors are responsible for the damage levied not only by their own actions but also by their employees, agents, and invited guests who make damage to the facilities. The organizer reserves the right to force the contractors to pay the expense for any amendment of the facilities.
7. Performance Bond Deposit will be returned to the contractors within 15-45 working days once the booth is confirmed completed on time and no damage is caused.

Payment Methods:

(1) Cheque (Payable to: Nam Kwong International Conference & Exhibition Co.,LTD.)

Please write down the "Exhibition Name", "Company Name" and "Booth Number" at the back of the cheque.

(2) Direct Deposit or T/T:

Name of the Account: Nam Kwong International Conference & Exhibition Co.,LTD.

Bank: BANK OF CHINA MACAO BRANCH, MACAO

Account Number (MOP): 180101101810402

(HKD): 180111103502582

Swift Code: BKCHMOMX

Address of bank: BANK OF CHINA BUILDING AV. DOUTOR MARIO SOARES, MACAO

Bank Telephone: +853-2878 1828

*Note:

-Applicable to Direct Deposit or T/T.

-T/T and other banking charge(s) should be paid by customers.

-Remittance note should be email or fax to Official Contractor for confirmation.

Date: _____ Company Chop & Signature: _____

Deadline: 12 April, 2024	Form 9 Rigging and Hanging Banners Application	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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Company Name: _ _ _ _ _ Booth Number: _ _ _ _ _

Contact Person: _ _ _ _ _ Title: _ _ _ _ _

Contact Number: _ _ _ _ _ Fax: _ _ _ _ _

No.	Item	On or Before 12 Apr Advance Rental Price (First Day)	On or Before 12 Apr Advance Rental Price (Day After First Day)	13-24 Apr Standard Rental Price (First Day)	13-24 Apr Standard Rental Price (Day After First Day)	On or after 25 Apr, On-site Rental Price (First Day)	On or after 25 Apr, On-site Rental Price (Day After First Day)	QTY	Use Date	Amount
		HKD/MOP	HKD/MOP	HKD/MOP	HKD/MOP	HKD/MOP	HKD/MOP			HKD/MOP
R01-A	Electric lifting devices of one ton (Rental) Note: R01-A Electric lifting devices must be used with R02 Electrical Chain Hoist Controller	2,150.00	1,200.00	2,795.00	1,560.00	3,225.00	1,800.00			
R01-B	Electric lifting devices of half ton (Rental) Note: R01-B Electric lifting devices must be used with R02 Electrical Chain Hoist Controller	1,850.00	1,050.00	2,405.00	1,365.00	2,775.00	1,575.00			
R02	Electrical Chain Hoist Controller (24-channel controller)	2,150.00	700.00	2,795.00	910.00	3,225.00	1,050.00			
R03	Manual lifting devices of half ton	500.00	250.00	650.00	325.00	750.00	375.00			

	(Rental)									
R04	Manual lifting devices of one ton (Rental)	650.00	325.00	845.00	422.50	975.00	487.50			
R05	Provide rig point in exhibition hall (capacity 400kg) on existing I-Beam	2,000.00	Price is Per Event	2,600.00	Price is Per Event	3,000.00	Price is Per Event			
R06	Provide rig point in exhibition hall (capacity 400kg) <u>not on existing I-Beam</u>	3,000.00	Price is Per Event	3,900.00	Price is Per Event	4,500.00	Price is Per Event			
H01	Hanging banners of less than 20kg in weight to ceiling truss in expo hall (max. of banner is 4mWx2mH, using 2 rig points only)	2,640.00	Price is Per Event	3,432.00	Price is Per Event	3,960.00	Price is Per Event			
總金額 Total Amount;										

Requirements for Rigging structure used in Hall.

Must provide the drawing & documents below before set-up of all rigging structures:

Drawing showing **all weights, dimensions & fabrication** of the rigging object.

Drawing showing **the method of installation** of the rigging object.

Drawing showing the weights & objects per rigging point.

Truss/ Frame materials used must provide TÜV certification.

The factory report of the pulley device used in the installation (referring to the device provided by the contractor), the aircraft strap, the Segu buckle, the steel cable (Wire), and the corresponding load-bearing report.

Fireproof materials must provide a fire safety certificate issued by the original factory or a qualified fire company.

The structure and facilities of all hanging parts must submit the **Registered Structural Engineer Report (RSE Report)**, and the structural engineer must inspect and issue the RSE report on site.

Here are some main points from Venetian:

Do not accept the use of snake frames for hanging parts, and it is recommended to use a truss (Truss frame); **The Truss (Number) used must be consistent with the**

certificate number and will be checked on site by inspectors, please strictly obey the rules.

The spot-welding process craft is not accepted for the part structure.

Any hanging facilities, including but not limited to pulleys, aircraft straps, Segur buckles, steel cables, etc. with surface corrosion will not be accepted and used;

Besides, there are some other rules that need to be obeyed:

Carpet protection is required during the event, including set-up and dismantling periods.

Provide the dimensions of the backdrop or LED wall design.

If the booth structure, backdrop, or LED wall is $\geq 3.5\text{mH}$ or 12mW , need to provide a safety surveyor report.

If curtains are used, a fabric Resistance Certificate must be submitted; if AV equipment is used, an equipment list must be submitted.

If smoke machines are used, please provide the specific date and time of use, as needed to apply for permission from the fire department.

After the construction is completed or the equipment is set up, please fill in the electrical installation test report before the event.

Payment Methods:

(1) Cheque (Payable to: Nam Kwong International Conference & Exhibition Co.,LTD.)

Please write down the “Exhibition Name”, “Company Name” and “Booth Number” at the back of the cheque.

(2) Direct Deposit or T/T:

Name of the Account: Nam Kwong International Conference & Exhibition Co.,LTD.

Bank: BANK OF CHINA MACAO BRANCH, MACAO

Account Number (MOP): 180101101810402

(HKD): 180111103502582

Swift Code: BKCHMOMX

Address of bank: BANK OF CHINA BUILDING AV. DOUTOR MARIO SOARES, MACAO

Bank Telephone: +853-2878 1828

*Note:

-Applicable to Direct Deposit or T/T.

-T/T and other banking charge(s) should be paid by customers.

-Remittance note should be email or fax to Official Contractor for confirmation.

I confirm that I have read the general rental terms.

Date: _____

Company Chop & Signature: _____

Deadline: 12 April, 2024	Form 10 Lift Platform Application	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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Company Name: _____ Booth Number: _____

Contact Person: _____ Title: _____

Contact Number: _____ Fax: _____

No.	Item	On or Before 12 Apr Advance Rental Price (Per hour)	13-24 Apr, Standard Rental Price (Per hour)	On or after 25 Apr On-site Rental Price (Per hour)	QTY	Specific Time and Date of using (at least 4 hours per use)	Amount
							HKD/MOP
G01	Scissors lifts	750.00	975.00	1,125.00			
G02	Boom lifts	900.00	1,170.00	1,350.00			
Total Amount:							

Remarks :

1. The application must be submitted with full payments (including surcharges) to the official contractor for a valid application. Otherwise, application will not be accepted.
2. This form will be served as a receipt; no invoice or receipt will be issued unless requested by exhibitors.
3. All the rental equipment does **not include staff for operation**.
4. 25% service charges will be imposed if rental equipment is used from 20:00 to 08:00, on Sundays and public holidays.

Payment Methods:

(3) Cheque (Payable to: Nam Kwong International Conference & Exhibition Co.,LTD.)

Please write down the "Exhibition Name", "Company Name" and "Booth Number" at the back of the cheque.

(4) Direct Deposit or T/T:

Name of the Account: Nam Kwong International Conference & Exhibition Co.,LTD.

Bank: BANK OF CHINA MACAO BRANCH, MACAO

Account Number (MOP): 180101101810402

(HKD): 180111103502582

Swift Code: BKCHMOMX

Address of bank: BANK OF CHINA BUILDING AV. DOUTOR MARIO SOARES, MACAO

Bank Telephone: +853-2878 1828

*Note:

-Applicable to Direct Deposit or T/T.

-T/T and other banking charge(s) should be paid by customers.

-Remittance note should be email or fax to Official Contractor for confirmation.

I confirm that I have read the general rental terms.

Date: _____

Company Chop & Signature: _____

Form 11 Raw Space Booth Move-Out Inspection

INTERNATIONAL TECHNOLOGY INNOVATION EXPO

Raw Space Booth Move Out Inspection

Company Name:	
Booth Number:	
Booth Size:	

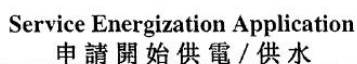
Performance Bond Deposit will be returned to the contractors within 15-45 working days once the booth is confirmed to be dismantled completely and all the materials are cleared up on time without damage caused. (Performance Bond Deposit will be returned by local cheque to local company, and non-local company will be returned by telegraphic transfer. Bank charges will be directly deducted from deposit.)

Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd.
Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao
Tel: 8391 0970
Fax: (853) 2871 5986
Email : beyondexpo@126.com

Signature: _ _ _ _ _

Date: _ _ _ _ _

*Submitted by qualified electrical technician on-site after booth construction completed, technician must display valid qualification.

C&E-TS-SEA Rev.0 page 1/1



Electrical Work Testing Report – Form EWTR

電器裝置測試報告

PART A

Location of the temporary electrical installation:

臨時電力裝置所在地點：

Name or organization of the owner / user of the temporary electrical installation:

臨時電力裝置擁有人 / 使用人的姓名或機構名稱：

Brief description of Temporary Electrical Installation and/or*Schematic Diagrams

(Additional No. of _____ drawings and _____ description sheets attached)

臨時電力裝置擁有的簡要說明，及/或*簡圖(另外夾附圖則____頁，以及說明____頁)

(a) Single line diagram 單線電路圖：



Electrical Work Testing Report – Form EWTR

電器裝置測試報告

(b) Largest Switching Device of the inspected part of the Temporary Electrical Installation _____ amperes _____ volts, single/three *phase.
臨時電力裝置受檢查部分的最大開關器件為 _____ 安培 _____ 伏特，單相/三相*

(c) Results of Insulation Resistance Test
絕緣測試讀數

L1-L2	_____	M Ω
L1-L3	_____	M Ω
L1-N	_____	M Ω
L1-E	_____	M Ω
L2-L3	_____	M Ω
L2-N	_____	M Ω
L2-E	_____	M Ω
L3-N	_____	M Ω
L3-E	_____	M Ω

(d) Result of Earth fault loop Impedance is _____ Ω
對地漏電抗阻讀數

(e) Functional Test of RCDs (If any)
漏電斷路器測試 (如有安裝)

All RCDs are functional / 各 RCDs 運作正常：(Yes/No)

PART B

Undertaking by owner / responsible contractor:

承判商 / 負責人聲名：

Name in Block Letter 姓名(大寫)：_____

I, _____, the person who undertake the full responsibility of the described electrical installation, certify that the electrical installation is in safe working order.
本人承擔上述電器裝置之測試結果及安全責任。

Signature 簽署：_____ Date 日期：_____

Form 13 Overtime Working Application

This form is only applicable if overtime working requested during move-in & out period.
Deadline: Before 15:00 on the day of overtime-working requested.

Company Name:	
Booth Number:	Size of Booth: m ²
Contact Person:	Contact Number:
Overtime working: _____(Date)_____ - _____(Time), Total hours: _____	
Fee	<input type="checkbox"/> For booth / stand from 9m ² - 50m ² (HKD/MOP2,640/hr) <input type="checkbox"/> For booth / stand from 51m ² - 100m ² (HKD/MOP3,300/hr) <input type="checkbox"/> For booth / stand from 101m ² - 500m ² (HKD/MOP3,960/hr) The above prices are for reference only, final prices are decided by venue.
Amount Payable:	HKD/MOP:

Remarks :

1. Please bring the completed application form to the Official Contractor Office before 15:00 on the day of application for overtime work and pay the fee at the same time. Any request submitted after 3:00 PM on the event day will be subject to a 100% Onsite Order Surcharge.
2. A minimum of four (4) hours will be charged for the "Overtime" Work Charges per booth/stand.
3. All additional costs incurred by temporary overtime work will be borne by the applicant. Applicant can continue construction on the site only after approval and paying the relevant fees.
4. For contractors who have built overtime in the venue without prior approval from the Organizer/Official Contractor, the Organizer/Official Contractor reserves the right to terminate the construction and pursue compensation.

Company Chop & Signature : _ _ _ _ _ Date : _ _ _ _ _

Form 14 Exhibit Transport Service Application Form

Nam Kwong Logistics Co., Ltd. is the transport agent for the exhibition, which is responsible for the transport of exhibits from the “goods collection point” to the “on-site exhibition booth” and return shipment, storage of empty containers, goods handling, and other transport-relevant services. Please do not hesitate to contact us if your company requires exhibit-related transportation or relevant services. To ensure all exhibits arrive safely and on time at your booth, please read these transport instructions carefully in advance!

The entire transportation process and quality of service will be supervised by **Nam Kwong Logistics Co., Ltd.** If your company has any doubts about the exhibition transport service, do not hesitate to contact **Nam Kwong Logistics Co., Ltd.**

1. Transport Time Arrangement and Goods Collection Points

(1) Goods Collection Point in Zhuhai: Exhibitors need to transport exhibits to the designated collection location in Zhuhai.

Collection Time: **28th -30th April 2024(TBC)**

Collection Location: Nam Kwong Logistics Transport Fleet

Address: Zhuhai Fucheng Science and Technology Co., Ltd., Xianggonglu Road, Hongwan Industrial Zone, Xiangzhou District, Zhuhai, Guangdong Province, China

Deadline for Good Collection (Zhuhai): **by 17:30, 30th April 2024(TBC)**

(2) Goods Collection Point of Hong Kong

Collection Time: **28th -30th April 2023(TBC)**

Exhibits need to be delivered by the exhibitor to the designated docks in Hong Kong. Nam Kwong Logistics provides exhibition-transportation services, including loading exhibits at the Hong Kong docks, delivery between Hong Kong and Macao, Macao customs clearance, delivery of exhibits from the Macao dock to the exhibition booth, and return shipment of exhibits to the designated docks in Hong Kong.

(3) Zhuhai and Macao Customs Clearance:

Exhibitors are requested to provide the List of Exhibits **by 17:00 on 25th Apr 2024(TBC)** (see attached form).

a. Return Exhibits: ATA Carnet is not required. The customs clearance of temporary entry and exit documents will be handled by Nam Kwong Logistics.

b. Exhibits without Return: Exhibits can be exported by general trade. Exhibitors shall apply for relevant documents if the exhibits involve permits, electronic accounts (customs clearance form) at their local customs department and provide them to Nam Kwong Logistics for customs

declaration.

(4) Delivery time of exhibits to the booth (excluding placement service): **8th-9th May, 2024(TBC)**

Please inform us in advance when submitting the List of Exhibits if exhibits need to be transported to the exhibition hall for early installation & testing.

(5) Contact Information

Nam Kwong Logistics Co.,Ltd.		
Name: ALATANCHALU Tel: 0756-8688323 (+86) 15847277226 Fax: (+853) 2837 1770 Email: nk56qiuxiang@163.com	Name: Mrs. He Tel: (+86)13427701913 Fax: 00853-28371770 Email:hexiaofeng@namkwong.com.m o	Name: Mrs. Dong Tel :(+86)13928094777 Fax: 00853-28371770 Email: nk56qiuxiang@163.com

2. Exhibits Transport Charge Standard :

Exhibits' transport costs between Zhuhai and Macao will be charged to exhibitors after verification by Nam Kwong Logistics Co., LTD. The lump sum prices for transport services are as follows (when exhibits and document are delivered or provided at the specified time) (For reference only):

(1) Exhibits without Return: Charge Rate from Zhuhai Goods Collection Points to Exhibition Hall in Macao: **CNY 550 /Cubic Metre/One Way.**

***Special exhibits (such as alcohol and food, etc.) require exhibitors to provide customs clearance documents.**

(2) Return Exhibits: Charge Rate between Zhuhai Goods Collection Points and Exhibition Hall in Macao: **CNY 1,100 /Cubic Metre/Round Trip.**

***The minimum charge for the above two types of transport services is two cubic meters. For those volumes of exhibits less than two cubic meters will be charged as two cubic meters.**

(3) Insurance: Property Insurance and Transport Insurance are charged at 0.4% of the value of the exhibits (since **the transport charges do not include insurance**, risks incurred during transport are burdened by the exhibitors). To avoid losses due to accidents, exhibitors are strongly advised to purchase full insurance for their exhibits (including insurance during the exhibition period and liability accident insurance).

(4) Other service charges, such as exhibit transport charges between Hong Kong and Macao, unpacking exhibits at the booth, forklift rental, booth construction, etc. will be quoted separately according to the actual needs of exhibitors.

3. Shipping Marks

(1) Shipping Marks are the most important label to identify each exhibit. Therefore, each piece of goods must have clear, accurate, and non-detachable shipping marks painted or labeled on its outer packaging. The transport agent will not be responsible for any delays resulting from unclear or missing shipping marks.

(2) Please ensure the shipping marks are properly painted or labeled on at least three sides of each package with all required information.

(3) To ensure the safety of the exhibits, the medium and large sizes of wooden boxes weighing more than 500 Kg must be marked with shipping marks (such as lifting point signs, gravitational center signs, etc.).

(4) Shipping Marks Example

<p>BEYOND EXPO Macao</p> <p>Exhibitor: XXXX</p> <p>Exhibition Hall/Booth No.: XXXX</p> <p>Package No.: XXXX</p> <p>Gross Weight: XXXX KGs</p> <p>Net Weight: XXXX KGs</p> <p>Size: Length * Width * Height (CMs)</p>

4. Packaging Guidelines:

(1) To ensure the safety of the exhibits, the package must be well-packed with waterproof and rainproof materials in case of multiple transportation, loading & unloading processes.

(2) If there is any wood packaging, regenerated wood (formed by high-temperature pressing) or IPPC-marked wood is required as the packaging material and securing the packaging with screws (please avoid using nails). It is strictly forbidden to use wood packaging that has been worm-eaten or decayed. Straw, waste newspapers, etc. are not allowed to be used as packing liners in the packing box.

(3) For small items, please use a sturdy carton that can bear long-way transportation and a repeatable loading & unloading process.

(4) A visible sign is required on fragile items. Please specify the placement direction with the upward mark (↑) on the front of the packaging if the exhibits cannot be turned upside down. Please note that fragile items such as vases, glass, ceramics, etc. cannot be unpacked to confirm their conditions by the carrier during the transport process. Therefore, exhibitors must bear the

corresponding risk of exhibits breaking down.

(5) It is forbidden to carry dangerous goods, textiles, alcohol, tobacco, and food in the packaging of exhibits.

(6) Exhibits weighing more than 500 Kg must indicate the gravitational center and lifting point on the outer packaging and provide the drawings of the machine lifting point.

(7) Machine surfaces and other places that are prone to rust should be applied with anti-rust oil in advance.

(8) Please drain the liquid inside the machine to prevent it from rusting if the machine had been tuned beforehand.

(9) Please provide the lists of returned and non-returned exhibits separately if an exhibitor has both types of exhibits at the same time. Please pack returned and non-returned exhibits separately (Mix-packaging is forbidden).

5. Exhibition Removal :

(1) "A Notice of Exhibition Removal Procedures" will be distributed to each exhibitor when the exhibition is closed. Please cooperate with the removal process according to the notice.

(2) Exhibitors are not allowed to arrange the transportation of exhibits to leave the exhibition hall. Otherwise, all consequences will be borne by exhibitors.

(3) When declaring the return shipment of exhibits, the exhibitor shall pack the exhibits in the original state as before and shall not put personal belongings in the exhibits' packaging, otherwise, the exhibitor shall bear the responsibility.

6. Additional Note:

(1) To avoid exhibits being detained by customs, it is not encouraged to bring exhibits.

(2) Regarding the customs clearance and exhibit collection process, exhibitors are requested to strictly abide by all-time points. Exhibitors need to settle the problems by themselves if overdue.

(3) To avoid unnecessary losses during customs inspection, please fill in the information provided in the List of Exhibits truthfully and completely, especially the brands and model information. The information (exhibit content and quantity) on the list must be consistent with actual exhibits.

NOTE: The above information is for reference only. Please contact Nam Kwong Logistics Co., Ltd for more information.

Transportation Form

Beyond EXPO Macao												
The List of												
No.	Name	Brand	Specification and Model	Condition	Origin	Quantity	Unit	Value (CNY)	Weight	Size (CM)	Note	Photo