

**BEYOND** EXPO

TECHNOLOGY X IMPACT

# BEYOND 國際科技創新博覽會

BEYOND International Technology Innovation Expo

## 參展商手冊

Exhibitor Manual

2025年5月21日-24日  
澳門威尼斯人金光會展

21-24 May 2025  
The Venetian Macao Cotai Expo

# **WELCOME TO BEYOND INTERNATIONAL TECHNOLOGY INNOVATION EXPO**

**Dear Exhibitors,**

**Thank you for participating in the BEYOND Expo 2025 at the Venetian Macao Cotai Expo. 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 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 Organizing Committee**

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## 1. CONTACT LIST

### Organizing Committee

#### Marketing/Public Relations

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Email: [media@beyondexpo.com](mailto:media@beyondexpo.com)

#### Commercial Advertising Sponsorship

Contact Person: Cafe

Email: [bd@beyondexpo.com](mailto:bd@beyondexpo.com)

#### Secretarial Office

Mainland China:

TechNode, Forte Inc.

Tel/WeChat: (+86) 18917476544

Email: [contact.sh@technode.com](mailto:contact.sh@technode.com)

Macao:

Nam Kwong International Conference & Exhibition Co., LTD.

Contact: Ayan Mio

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

Email: [yanmio@126.com](mailto:yanmio@126.com)

#### Official Contractor

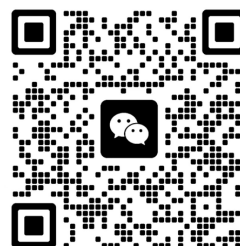
Company Name: Nam Kwong International Conference & Exhibition Co.,LTD.

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

Contact Person: Joyce Chan

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

Email: [beyondexpo@126.com](mailto:beyondexpo@126.com)



Communication Group

#### Freight Forwarder Agent

**Nam Kwong Logistics Company Limited**

Address: No.4 Xianggong Road, Xiangzhou, Zhuhai

Contact Person: ALATANCHAO LU

Tel: 0756-8688323; (+86)15847277226

Fax: (+853) 2837 1770

Email: [nk56qiuxiang@163.com](mailto:nk56qiuxiang@163.com)

#### Catering

Venetian Macao-Resort Hotel

Contact: Customer Service Hotline

Tel: +853 8117 2000

Fax: +853 8117 2211

Email: [c&e\\_helpdesk@venetian.com.mo](mailto:c&e_helpdesk@venetian.com.mo)



**TRAVEL AGENCY**

Trip.com Group Limited.

Contact: Peggy Huang (Ordering for group of 10 or more)

Tel: +86 13524203838

Email: [beyondexpo@trip.com](mailto:beyondexpo@trip.com)

Individual ordering (Online Subscription)

Tel: +86 021 52290088

**Recommended Insurance Providers for the Expo**

Shanghai Sunwising Insurance Services Ltd.

Contact: Victor

Tel: (+86)198 2185 0126

Email: [victorsheng@sunwising.com](mailto:victorsheng@sunwising.com)

**Official Recommended Contractors:**

Company Name	Contact Information		
	Contact	Tel/Phone	Email
Nam Kwong International Convention & Exhibition Co., Ltd	Mr. Hoi	(+853) 83910966	<a href="mailto:davehoi@126.com">davehoi@126.com</a>
United Construction Engineering Company Limited	Miss Leung	(+853)28836462 (+86)13169662191	<a href="mailto:Production@hapchunggroup.com">Production@hapchunggroup.com</a> <a href="mailto:admin@hapchunggroup.com">admin@hapchunggroup.com</a>
Shanghai Xianyi Exhibition Service Co., Ltd	Mr. Pan	(+86)13816122462	<a href="mailto:fengpan_go@qq.com">fengpan_go@qq.com</a>

**Recommended Logistics Providers for the Expo:**

Company Name	Company Information		
	Contact	Tel/Phone	Email
Nam Kwong Logistics Co., Ltd	Dong Qiuxiang	(+86)13928094777	<a href="mailto:nk56qiuxiang@163.com">nk56qiuxiang@163.com</a>

## 2. CONSTRUCTION AND DISMANTLING SCHEDULE

Date	Time	Schedule	Location
Move-in Period			The CotaiExpo™ at The Venetian Macao Resort Hotel Hall A-C
May 18-21, 2025	09:00—22:59	Official Contractor set up shell scheme	
May 18, 2025	14:00—22:59	booth and facilities Non-Official Contractors move in for booth	
May 19-21, 2025	09:00—22:59	Non-Official Contractors move in for booth	
May 21, 2025	09:00—20:00	Exhibitors’ registration and badges	
Opening ceremony			
May 21, 2025	16:00—18:00	Opening ceremony	
Exhibition Period			
May 22-24, 2025	09:00—17:30	Exhibition Period	
Opening Hours for Visitors			
May 22-23, 2025	09:30—17:30	Opening Hours for Visitors	
May 24, 2025	09:30—17:30	Opening Hours for Visitors (Open to public)	
Move-out Period			
May 24, 2025	18:00—23:59	Move out (Early move-out is not allowed without consent)	
May 25, 2025	09:30—22:59	Move out	

### Note:

- Time above is for reference only and are subject to change without prior notice. Please refer to our final announcement.
- After the official opening of BEYOND Expo and before the end of the exhibition, the exhibits shall not be removed from the exhibition venue.
- The contact information of all exhibitors will be provided to all the designated partner services/suppliers for easy contact.

### Important Notes:

1. 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.

2. A representative of the exhibitor's side is requested to be present at the exhibition venue at any time, specifically on [May 18-21, 2025](#) to facilitate any requirements from the organizer. Exhibitors/Non-official Contractors must have their main structure set up no later than [16:00 on May 21, 2025](#). This rule will be strictly enforced by the Organizer, to enable 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 May 20, 2025**, 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.

3. All exhibitors and/or their contractors must comply with the entry and exit schedules, otherwise the organizer will impose an overtime penalty on the exhibitor. If you need to apply for an extension of the exhibition move-in/dismantling time, please submit an application for overtime in booth construction to the main contractor of the Organizer in advance.

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 on May 24, 2025**, the last day of the exhibition.

5. On **May 24, 2025**, 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. All exhibitors 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. FLOW CHART OF EXHIBITORS' PARTICIPATION

#### A. Flow chart for Raw Space Booth

Report to the hall and apply for exhibitor badge before entering the raw space booth

log in to the Exhibitor Service Center to submit  
Read Chapter 8 of the Exhibitor Manual and  
the relevant application (Application deadline:  
April 23rd.)

On-site submission

Exhibitors must fill in the following when logging into the Exhibitor Service Centre:

1. Exhibitor Catalogue Information (Online Exhibitor Directory).

Contractors or exhibitors must fill out and submit the application to the general contractor's email:

1. Power installation application (Form-4B)
2. Contractor information (Form-6)
3. Contractor work permit application (Form-7)
4. Performance bond application (Form-8)
5. Upload design sketches for review (see page 26 for details on shell scheme booth construction)

Not mandatory (submit as needed to the email):

1. Telecommunication and network configuration service application (Form-5)
2. Lifting equipment application (Form-9)

Contractors must submit:

1. Venue acceptance (Form-11)

Not mandatory (submit as needed to the general contractor's email):

1. Booth construction overtime application (Form-13)
2. Water and electricity supply (Form-12)

You can log in to the Exhibitor Service Center to apply for an exhibitor badge after completing the above steps. The deadline to do so by is April 23rd.

Submit the relevant applications before April 23rd

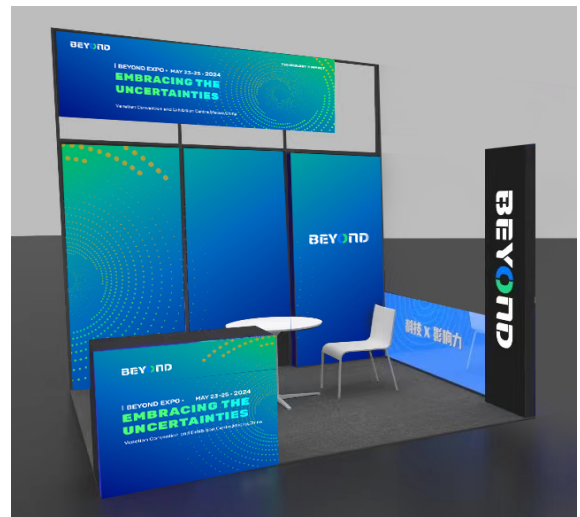
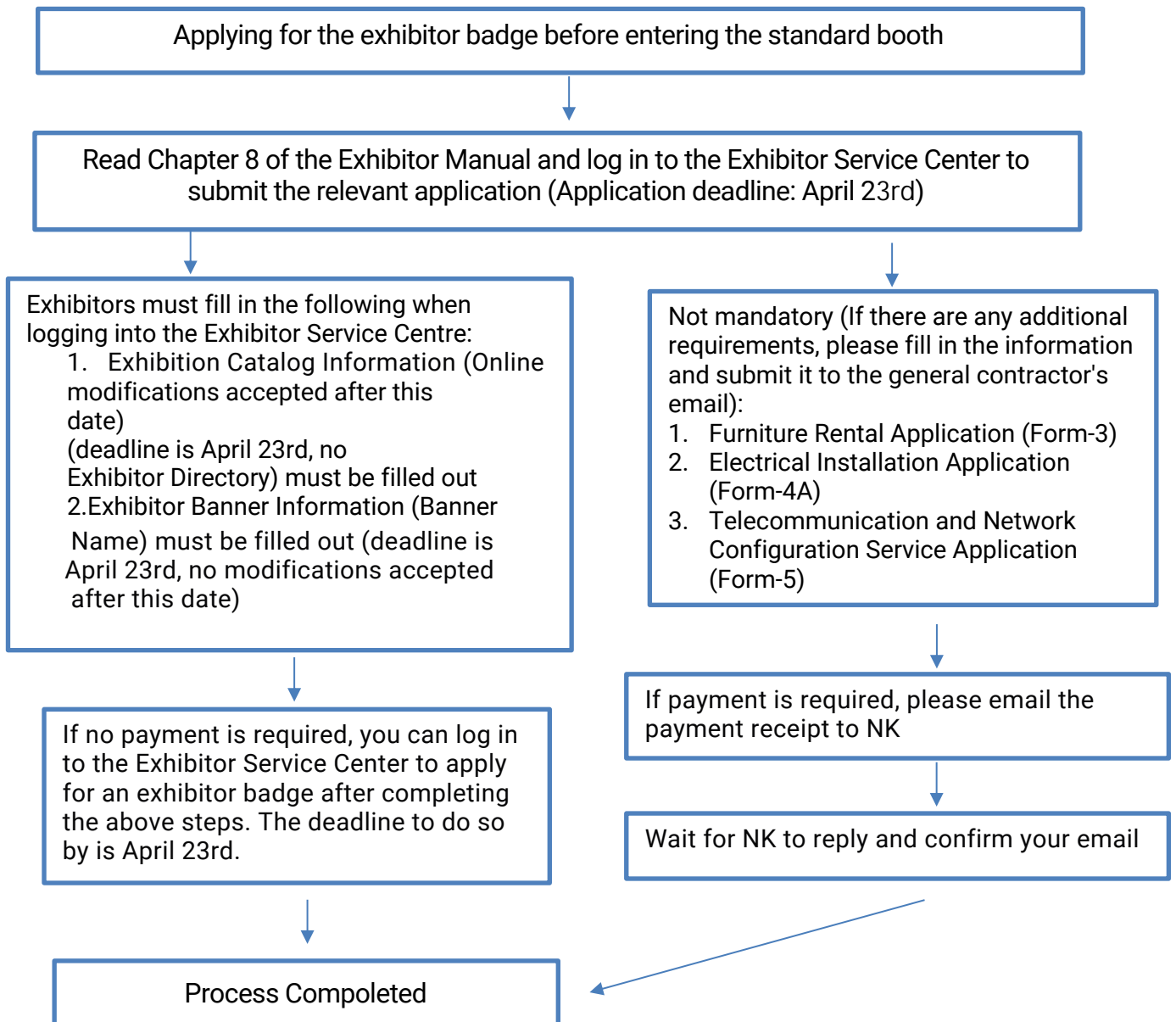
If payment is required, please email the payment receipt to NK

Wait for NK to reply and confirm your email

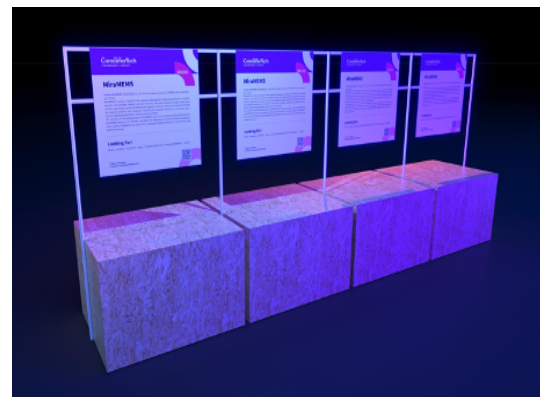
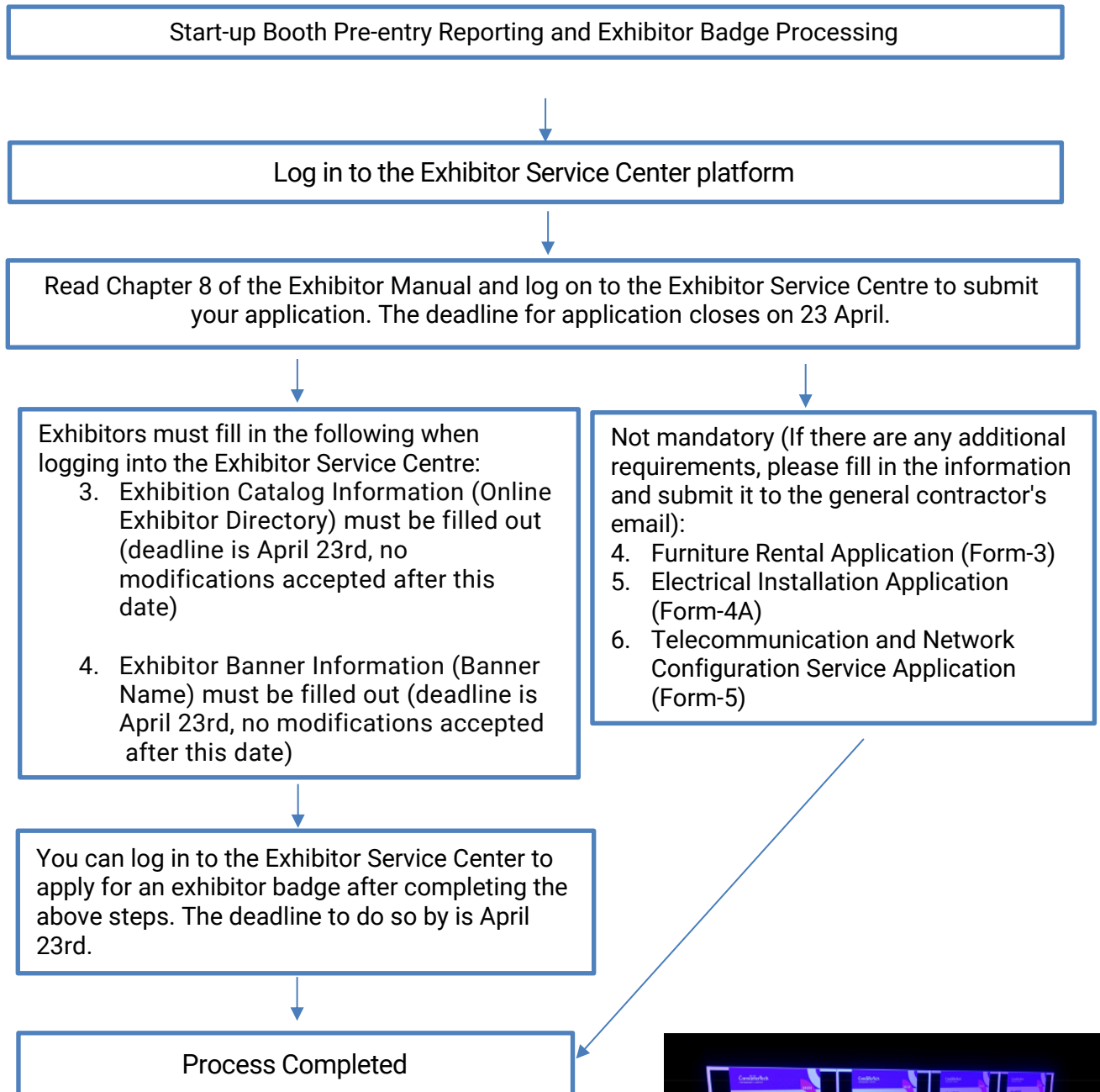
Process Completed



## B. Flow chart for Standard Booth



### C. Flow chart for Start-up Booth



## 4. GENERAL GUIDE

### 4.1 Exhibition Name

BEYOND International Technology Innovation Expo

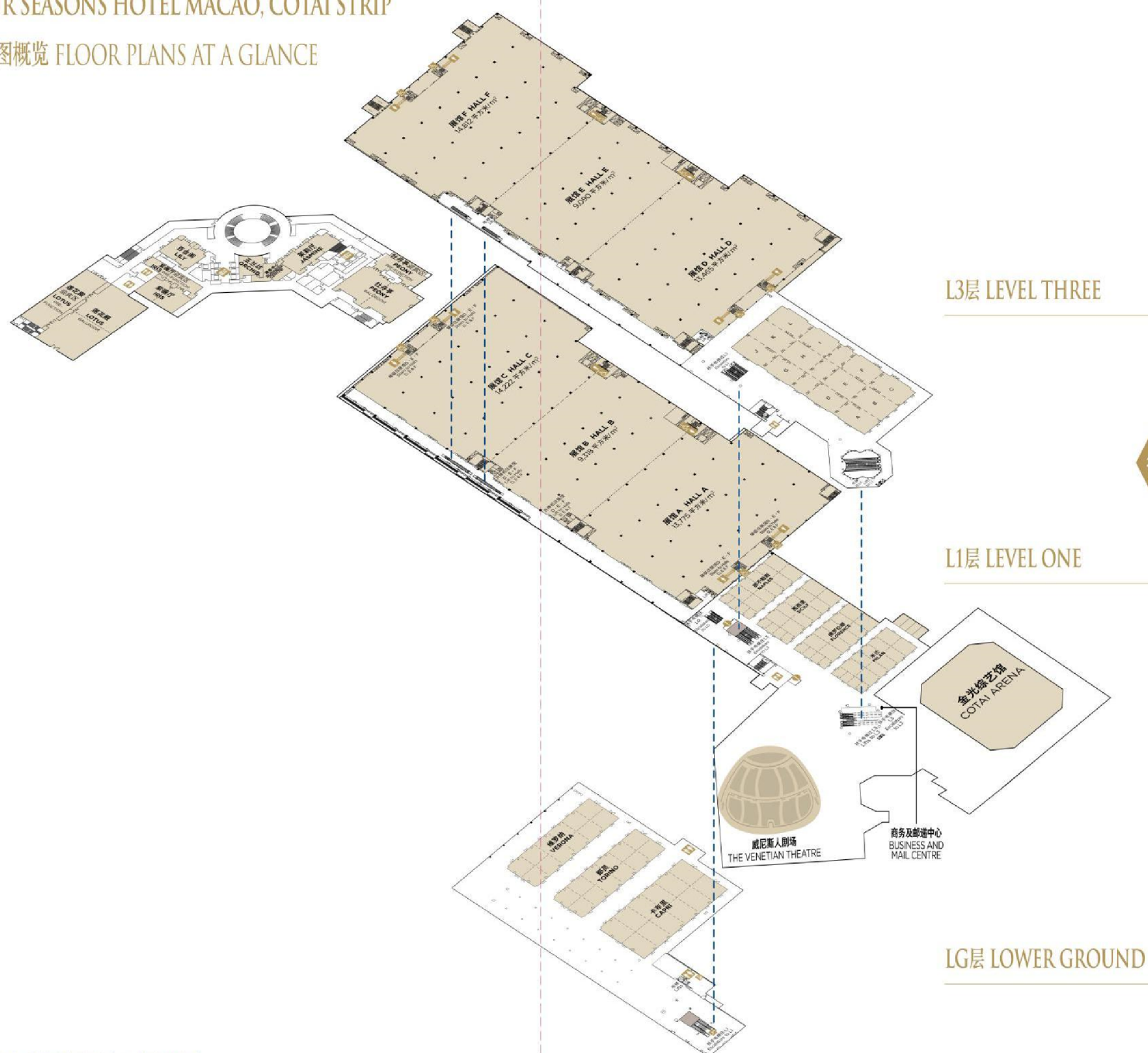
### 4.2 Exhibition Location

The Cotal Expo™ at The Venetia 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



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

### 4.3 Exhibition Hall Specification

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

## 5. EXHIBITION RULES

### 5.1 Government Regulation

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

### 5.2 Admission Regulation

A 24-hour security service will be provided during the whole exhibition period. The security will patrol Form time to time 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 Form 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 overall exhibition's interest). Exhibitors shall not call for any compensation Form 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 Form 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 Form **May 20, 2025 at 15:00**. All exhibitors are required to always wear their badges in the exhibition venue. Staff, contractors, or agents of exhibiting companies must wear the official badges issued by the Organizer. Badges are not transferable. The security has the right to check badges and ID if necessary.

#### c. NON-OFFICIAL CONTRACTORS' ADMISSION

If an exhibitor engages other contractors to carry out booth decoration, the non-convention general contractor and transport staff badge is only applicable to the entry and exit days of the exhibition and is not applicable to the exhibition period. Non-Official General Contractor Badge should be applied for on or before April 23 , completing Form7 Form the official contractor.

### 5.3 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 information below 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.**

**The performance bond will be refunded 15-45 working days after the end of the exhibition if the booth is properly cleaned and the installation is not damaged, and that the booth is completed within the specified time and there is no violation of the exhibitor's manual. **Otherwise**, the expenses incurred by the conference will be deducted directly from the security deposit. Companies in Macau and other regions will be refunded in the form of a final payment. In accordance with the above terms, exhibitors are required to **remove all exhibits, booth materials and promotional materials immediately after the end of the exhibition on May 24, 2025 (the last day of the exhibition period)**. The items left in the exhibition will be removed immediately, and the site acceptance must be filled in and approved by the general contractor of the conference.**

#### **5.4 Operations-Loading Docks**

**How to get to the COTAI EXPO™ Loading Docks**





### **Rules regarding “Cargo-carried Vehicles Pass” for exhibitors and contractors:**

- a. Organizer will strictly control the exhibitors, contractors, and logistics suppliers Form 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 always displayed on the vehicle’s windshield 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 Form 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.

## **5.5 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).

## **5.6 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.

## 5.7 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](mailto:psp-info@fsm.gov.mo) for further information.

The organizer can send out the invitation for the application of travel documents Form 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.

## 5.8 Telephone/ Fax / Other Internet Facility

Exhibitors who wish to install telephone, fax or other communication equipment in their booths should complete the Telecommunications and Network Provisioning Services Application Form and submitted to the official contractor before April 23, 2025.

## 5.9 Standard Booth Specification

1. Junction Structure Standard Booth (3mx3m) (Please fill in the booth name to apply for a standard booth):

Standard booth (3m x 3m, 9 sqm)

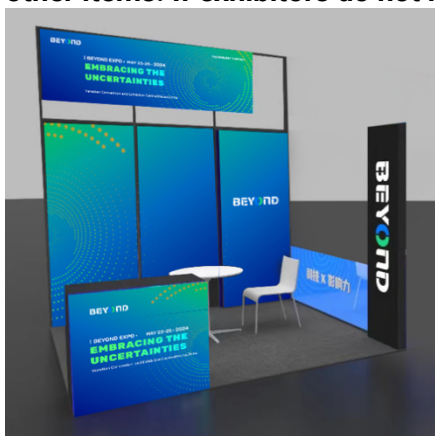
1) Partition walls: Partition walls are in a white modular system, not more than three walls (two side faces and one back face). The size of the wall is 1mWx2.5mHx3mmD, fireproof surface.

2)

- Furniture: One lock-less information counter
- (1000mm(W)x500mm(D)x750mm(H)), two folding chairs, one round table.
- Lighting: 23 watts spotlights x2
- Power: 13Amp/220v square pin power socket (max: 500W) x1
- 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.



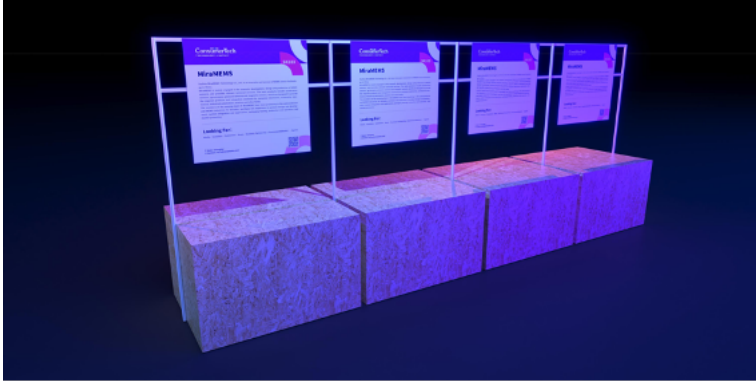
## 5.10 Startup Kiosk specifications

STARTUP KIOSK (1.2m x 1.5m)

- Fascia: The fascia includes the exhibitor's English company name, English company introduction, booth number and conference event logo, and the style is determined by the conference.

- The white frieze measures 1 meter wide and 0.9 meters high.
- Furniture: 1 locked-up desk
- Lighting: 23 watts spotlights x2
- Power supply: 1 x 13 amps/220 volts (500 watts limit) UK square socket.

**Note: All the equipment in the booth cannot be replaced with other equipment, and the organizer and the general contractor will not be refunded/reduced due to the exhibitor's failure to use part of the booth facilities.**





## **6. EXHIBITOR RULES & REGULATIONS**

### **6.1 Exhibitors Code of Conduct**

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.

### **6.2 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 always supervise the booth, 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. During the exhibition, all exhibitors and their contractors/logistics providers, etc. must be legal workers licensed by the Macau 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 always worn.
- 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.**

### **6.3 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.**

### **6.4 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.**

### **6.5 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.**

### **6.6 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 Form 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.**

## 6.7 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 on April 23, 2025**. 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 May 25, 2025**. Exhibitors must complete and return the 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 **April 23, 2025**. Exhibitors will be informed of the date and time when exhibits will be delivered to the exhibition hall.

## 6.8 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 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 April 23, 2025. The Organizer's decision is final in any dispute arising.

## 6.9 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.

## 6.10 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.

#### **6.11 Exhibit Delivery**

Exhibits/cargo must arrive at the Venetian Macao Cotai Expo on May 21, 2025 and be handed over to the official logistics coordination service provider for transportation to the exhibition booth. Exhibitors must have personnel at their booth to receive the goods (please refer to Exhibit Freight Service Application). The organizer will not be responsible for any damage or loss caused by the exhibitor's negligence in supervising the goods/exhibits. Exhibitors are responsible for directly arranging the transportation of their exhibits, booth decorations, or small furniture to the exhibition venue. Exhibitors are not allowed to use their own trolleys for transporting goods, and all vehicles must use the designated loading and unloading area.

All large and heavy exhibits must be applied to the logistics coordinator in advance and cannot be transported without authorization. The use of unauthorized heavy-duty equipment, such as cranes or rail systems, is strictly prohibited.

All escalators and passenger elevators in the exhibition hall cannot be used to carry goods, and goods or exhibits cannot be used to enter and exit the main entrance of the exhibition venue.

#### **6.12 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.

#### **6.13 BOOTH- FITTING REGULATIONS**

##### **Standard Booth**

- a. Unless the exhibitors' request, 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 Furniture Rental if extra furniture is required. If there are special requirements for the placement of facilities within the booth, please refer to Furniture Rental **Form 3**, electrical Installation **Form 4A**, special requirements on the location of facilities in the booth to **Form 2**.
- d. The organizer reserves the right to place the switch controls and overload protection distribution box in an appropriate position within the booth.
- 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 **April 23, 2025**. 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 Prevention 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 electrical installations must be installed by qualified electrical technicians, and the drawings of electrical installations must be submitted to the official contractor for approval by **April 23, 2025**. After the on-site installation is completed, you must log in and submit the completion paper and water supply and power supply. Power will only be supplied after the installation has passed the necessary tests.

##### **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 Form 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 **April 23, 2025**. If this rule is not obeyed, the official contractor reserves the right to prohibit access to the booth.

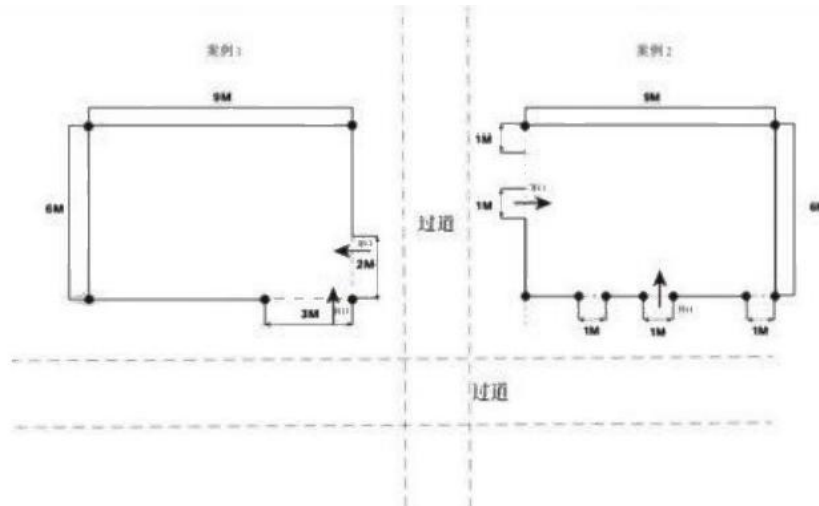
##### **e. Performance Bond Deposit**

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.

K. All raw space booths must have built up platform/ carpet.

## 6.14 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.

## 6.15 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 **April 23, 2025**. All main power installations Form source to outlet (exhibition booths) must only be carried out by the official contractor. For details, please refer to Electricity Installation. 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.

#### **6.16 Compressed Air**

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

#### **6.17 Public Address System**

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

#### **6.18 Booth Cleaning**

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

#### **6.19 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.

#### **6.20 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 sound control measures. Exhibitors are responsible for their own consequences.

#### **6.21 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.

#### **6.22 Dilapidation**

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

#### **6.23 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.

#### **6.24 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.

### **6.25 Hand-over of hall**

The halls must be handed back to the Venetian Macao Resort Hotel, at **23:59 on May 25, 2025**, 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.

### **6.26 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.

## **7. OTHERS**

### **7.1 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 information above is for reference only. Please refer to the final announcement. \*\***

### **7.2 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 Form 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 are any, exhibitors should take all the responsibilities and losses.**

### **7.3 Intellectual Property Rights**

**a. Exhibitors are prohibited Form 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 Form 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.**

#### **7.4 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.

#### **7.5 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](http://www.ssm.gov/News/smokefree), or dial +853 28556789 for more information.

#### **7.6 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 Form 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.

## 8. STANDARD/START-UP/RAW SPACE BOOTH APPLICATION AND DEADLINE

### A. Application for Standard/Start-up

Standard/Start-up Booth Exhibitors are required to complete and return the following applications at the Exhibitor Service Center in accordance with the following instructions:

name	Deadline	return
Fascia Name (For Standard Booth).	April 23, 2025	Log in to the Exhibitor Service Center to submit
Information on the exhibitor's catalogue (For Startup Kiosk ).		Log in to the Exhibitor Service Center to submit
Apply for exhibitor badge		Log in to the Exhibitor Service Center to submit

B. Application for Ordering Additional Services (Standard/Start-up Booth Exhibitors can submit the following applications on demand according to their booth needs):

name	Deadline	return
Booth Services Location Plan (For Standard Booth)	April 23, 2025	NK
Exhibit Transportation		NKL
Booth Services Location Plan (For Standard Booth)		NK
Telecom and Network Services		NK
Telecom and Network Services		NK
Application of Contractors Badge		NK

▲ The above information is for reference only and subject to the final announcement of the conference.

- All exhibitors who rent a standard booth must return all the required or on-demand (if any) (complete application, payment, panels, design drawings and related information) to the the official contractor, and the confirmation of the order is subject to the receipt of payment **before the deadline**.

### 1. Submit an exhibitor application

Exhibitors must log in to the Exhibitor Service Center (www.) before April 23, 2025.

- Exhibitor Service Area – Booth eyebrow board information, complete the online application submission in advance, and apply for the exhibitor card.

NK	Nam Kwong International Conference & Exhibition Co.,LTD.	NKL	Nam Kwong Logistics Co., Ltd Nam Kwong Logistics Company Limited
Link to Exhibitor Service Center	<a href="https://portal.beyondexpo.com/reg/beyond25/web/exhibitor/#/en-US">https://portal.beyondexpo.com/reg/beyond25/web/exhibitor/#/en-US</a>		

**A. Applications are required for vacant land**

Exhibitors of vacant booths are required to complete and return the application by the deadline by the following instructions:

Name	Deadline	Return
Electrical Service (For Raw Space)	April 23, 2025	NK
Information of Contractors (For Raw Space)		NK
Application of Contractors Badge		NK
Performance Bond Deposit (For Raw Space)		NK
Raw Space Booth Move Out Inspection	On-site submission	NK
Service Energization Application	On-site submission	NK
Apply for exhibitor badge	April 23, 2025	Log in to the Exhibitor Service Center to submit

**B. Application for Ordering Additional Services (Exhibitors can submit the following applications according to the needs of individual booths):**

Name	Deadline	Return
Telecom and Network Services	April 23, 2025	NK
Exhibit Transportation		NKL
Rigging and Hanging Banners Application		NK
Lift Platform Application		NK
Overtime Working Application	On-site submission	NK

▲ The above information is for reference only and subject to the final announcement of the conference.

- All exhibitors renting standard booths are required to submit all applications that must be submitted or submitted on their own (if any) (completed application, payment, panels, design drawings and relevant information) the official contractor before the deadline, and the confirmation of the order is subject to the receipt of payment.

NK	Nam Kwong International Conference & Exhibition Co.,LTD.	NKL	Nam Kwong Logistics Company Limited
Log in to the Exhibitor Service Center link	<a href="https://portal.beyondexpo.com/reg/beyond25/web/exhibitor/#/en-US">https://portal.beyondexpo.com/reg/beyond25/web/exhibitor/#/en-US</a>		



## Related Attachments

Deadline: 23 April, 2025	Form 1A Fascia Name (For Standard Booth)	Submit via the online Exhibitor Service Center
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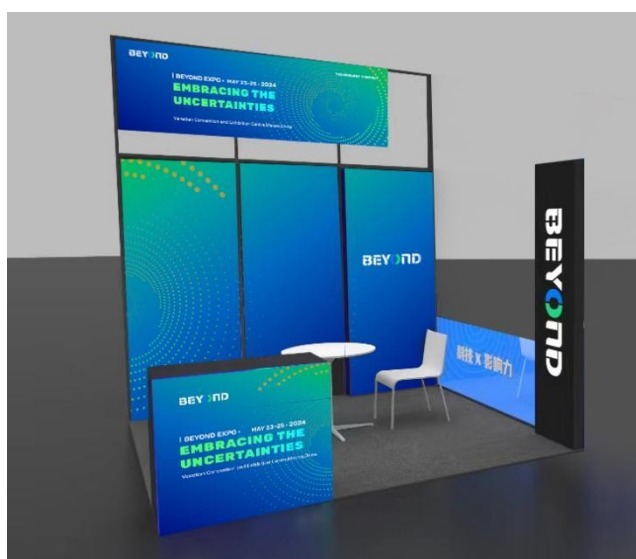
All shell scheme exhibitors must fill in this form and submit it to the official contractor.

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 x2.48mHreference)

\*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:

English Alphabet (Not exceed 40 words) :

[illegible]

Traditional Chinese Characters (Not exceed 16 words) :

[illegible]

\*If we do not receive this form, or if the English name is not provided on the form, we will use the information Form company Bio in the exhibitor center.

\*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: \_\_\_\_\_



<b>Deadline:</b> <b>23 April, 2025</b>	<b>Form-2</b> <b>Booth Services Location</b> <b>Plan (For Standard</b> <b>Booth)</b>	<b>Official Contractor:</b> 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 : \_\_\_\_\_

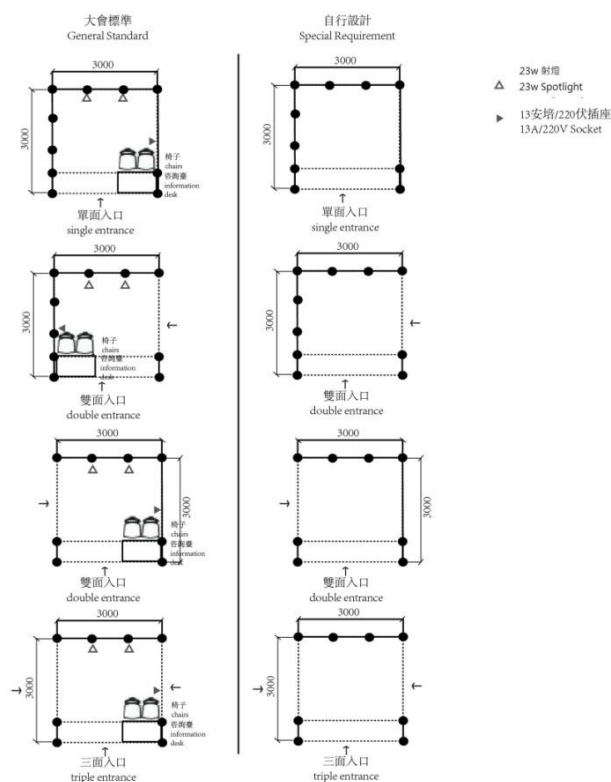
Contact Person : \_\_\_\_\_ Title : \_\_\_\_\_

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.

「Ç」 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 : \_\_\_\_\_

<b>Deadline:</b> <b>April 23, 2025</b>	<b>Form-3</b> <b>Furniture Rental (For</b> <b>Standard Booth/Startup</b> <b>Kiosk)</b>	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	Dimensions (reference).	On or before Apr 23, <b>Advance</b> Rental Price	On or after Apr 24, <b>On-</b> <b>site</b> Rental Price	QTY	Amount
		Length x Width x Height	HKD/MOP	HKD/MOP		HKD/MOP
1.	Booth partition	1000mm wide x 2500mm high	210.00	315.00		
2.	Booth partition	500mm wide x 2500mm high	190.00	285.00		
3.	Backdrop printing (Not include design)	2930mmW x2480mmH	1800.00	2400.00		
4.	Folding Door	1000mm wide x 2000mm high	430.00	645.00		
5.	Lockable Cabinet	1000mm wide x 500mm deep x 750mm high	280.00	420.00		
6.	Table Showcase	1000mm wide x 500mm deep x 1000mm high	800.00	1,200.00		
7.	Table Showcase with lockable cabinet underneath	1000mm wide x 500mm deep x 1000mm high	900.00	1,350.00		
8.	Tall Showcase (with 2nos. of 50W halogen down-light inside, do not include socket)	1000mm wide x 500mm deep x 2500mm high	1,900.00	2,850.00		
9.	Round Table	800mm wide x 720mm high	200.00	300.00		
10.	Square Table	700mmW x 700mmD x 750mmH	200.00	300.00		
11.	Information Counter	1000mm wide x 500mm deep x 750mm high	220.00	330.00		

12.	Rectangular Desk	1000mm x 500mm deep x wide 750mm high	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	1000mm x 300mm long deep	200.00	300.00		
17.	Flat Shelf	1000mmx 300mm longdeep	180.00	270.00		
18.	Slope Shelf	1000mmx 300mm longdeep	180.00	270.00		
19.	Catalog Holder	(min. 1000mmH to max. 1600mmH)	180.00	270.00		
20.	Pegboard with 20 Hooks	1000mm x 2500mm wide high	585.00	877.50		
21.	Pegboard with 20 Hooks (Suitable for cabinet)	1000mm x 1750mm wide high	470.00	705.00		
22.	10 "S" Shape Hooks		95.00	142.50		
23.	Rubbish Bin		25.00	37.50		
24.	3mm Thick Clear Acrylic Panel	1000mmW x 2500mmH	380.00	570.00		
25.	50-inch TV (With USB and HDMI port)	1800mm high stand/hanging wall	2,300.00	2,500.00		
26.	55-inch TV (With USB and HDMI port)	1800mm high stand/hanging wall	2,500.00	2,700.00		
Total Amount:						

**Remarks:**

1. The application must be submitted in the Exhibitor Service Center and the full payment (including surcharge) slip must be uploaded in order to be valid, otherwise it will not be processed.
  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
    - 1) subjected to a 30% cancellation fee.
- Any question regarding rental furniture must be proposed to the official contractor before **Apr 19, 2025**. 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 for Extra-furnishing Items

 <p><b>1.&amp;2. Booth Partition</b></p>	<p>(No Reference Photo)</p> <p><b>3.3 mm Thickness Clear Acrylic Panel</b></p>	 <p><b>4. Folding Door</b></p>
 <p><b>5.Lockable Cabinet</b></p>	 <p><b>6. Table Showcase</b></p>	 <p><b>7. Table Showcase with lockable cabinet underneath</b></p>
 <p><b>8.Tall Showcase</b></p>	 <p><b>9. Round Table</b></p>	 <p><b>10. Square Table</b></p>
 <p><b>11. Information Counter</b></p>	 <p><b>12. Rectangular Desk</b></p>	 <p><b>13. Bar Stool</b></p>

## Reference Photos of Additional Furniture



14. White folding chair



15 Black leather chairs

(No Reference Photo)

16. Glass shelves



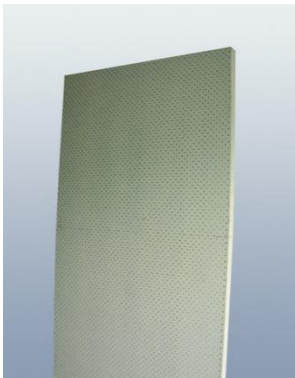
17 Flat Shelf



18 Slope Shelf



19 Catalog Holder



20. & 21. Pegboard with 20 Hooks



22. "S" Hook



23. Waste cardboard boxes

<b>Deadline:</b> <b>April 23, 2025</b>	<b>Form-4A</b> <b>Electricity Installation</b> <b>(For Standard</b> <b>Booth/Startup Kiosk)</b>	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 23 Apr, Advance Rental Price	On or after 24 Apr, On- site Rental Price	QTY	Amount
		HKD/MOP	HKD/MOP		HKD/MOP
Lamps and sockets					
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	1,200.00	1,800.00		

	phase/50Hz Max. up to 2500w (Not For Lighting)				
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 application is equivalent to a bill. Unless requested by the exhibitor, no separate invoice or receipt will be issued for all facility rentals.
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 quote separately) 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 **Apr 19, 2025**. 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:\_\_\_\_\_



<b>Deadline:</b> <b>April 23, 2025</b>	<b>Form-4B</b> <b>Electricity Installation</b> <b>(For Raw Space)</b>	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 Apr 23, Advance Rental Price	Apr 24-30, Standard Rental Price	On or after May1, On- site Rental Price	QTY	3 Days Usage	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		May 22-24	
2.	30Amp / 380v Three phase / 50Hz + neutral	7,500.00	9,750.00	11,250.00		May 22-24	
3.	60Amp / 380v Three phase / 50Hz + neutral	18,000.00	23,400.00	27,000.00		May 22-24	
24hrs Power Main for Show Day							
4.	30Amp / 220v Single phase / 50Hz + neutral	4,650.00	6,045.00	6,975.00		May 22-24	
5.	30Amp / 380v Three phase / 50Hz + neutral	11,250.00	14,625.00	16,875.00		May 22-24	
6.	60Amp / 380v Three phase / 50Hz + neutral	27,000.00	35,100.00	40,500.00		May 22-24	
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			
Total Amount:							

**Remarks:**

1. The application must be submitted at the Exhibitor Service Center and the full payment (including surcharge) slip must be uploaded to be valid, otherwise it will not be processed.

2. This application is equivalent to a bill. Unless requested by the exhibitor, no separate invoice or receipt will be issued for all facility rentals.
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:\_\_\_\_\_

<b>Deadline:</b> <b>April 23, 2025</b>	<b>Form-5</b> <b>Telecom and Network</b> <b>Services</b>	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 23 Apr, Advance Rental Price	24-30 Apr, Standard Rental Price	On or after 1 May, On-site Rental Price	QTY	Used for 3 days
		HKD/MOP	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 at the Exhibitor Service Center and the full payment (including surcharge) slip must be uploaded in order to be valid, otherwise it will not be processed.
2. This application is equivalent to a bill. Unless requested by the exhibitor, no separate invoice or receipt will be issued for all facility rentals.
3. Cancellations must be made in writing and a 30% cancellation fee will be charged for cancellations made after the deadline.
4. In case of loss or damage to rented equipment: Telephone - HKD 600.00 (per unit), interface or modem/demodulator - HKD 4,000.00 (per item).
5. The above services will be provided at the venue during the exhibition Form **21 to May 24 2025**.
6. Proportional drawings must be provided at the time of ordering the service, indicating the exact location of the service requested. If you want to change the installation location of telecommunications services, the services you have already subscribed to will be
  1. 30% of the price of the cancelled item will be charged. The re-ordered service will be charged the corresponding rental price.
7. The general contractor of the conference is to connect to the PABX system (Dedicated Automatic Telephone Exchange System). If you wish to set up a credit card system, you must ask for a letter
  2. The card terminal provider must dial the word "9" before setting the terminal to call the street line. According to the regulations of the Monetary Authority of Macao, the credit card terminal provider must be an authorized financial institution registered in Macao.
8. Each phone line is only connected to a single device. Sharing services without approval is prohibited.
9. It is the user's responsibility to install firewalls and anti-virus computer software on ICT systems or personal computers. The user is invaded by computer viruses, corrupted programs or any other computer
  3. Any loss or loss of business on the system caused by hacker intrusion shall be borne by the user.
10. Users cannot directly or indirectly share Internet access services with others without permission. Broadband Internet (download/upload) speed will be affected by the number 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:\_\_\_\_\_

<b>Deadline:</b> <b>April 23, 2025</b>	<b>Form-6</b> <b>Information of</b> <b>Contractors (For Raw</b> <b>Space)</b>	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:**

<b>Company Name:</b>			
<b>Contact Person:</b>		<b>Job Title:</b>	
<b>Mobile:</b>	<b>Tel:</b>	<b>Fax:</b>	
<b>Booth No.:</b>			
<b>Size of Booth: (m2)</b>		<b>Size: M x M</b>	

**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 option (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**

<b>Company Name:</b>		<b>Booth Number:</b>	
<b>Name/Job Title:</b>			
<b>Address:</b>			
<b>City:</b>		<b>Country:</b>	
<b>Tel:</b>		<b>Fax:Email:</b>	
<b>On-site Supervision Contact Person:</b>		<b>On-site Contact Person Mobile:</b>	

**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 :** \_\_\_\_\_

<b>Deadline:</b> <b>April 23, 2025</b>	<b>Form-7</b> <b>Application of Contractors</b> <b>Badge</b>	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. RodrigoRodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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**Contractor Information:**

<b>Company Name:</b>			
<b>Contact Person:</b>		<b>Job Title:</b>	
<b>Tel:</b>	<b>Email:</b>	<b>Fax:</b>	
<b>Booth Number:</b>			
<b>Size of Booth:</b>	<b>(m2)</b>	<b>Size:</b>	<b>M x M</b>

**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							

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

Apply for contractor badge(s), **HKD/MOP 50.00** 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:**

\_\_\_\_\_

<b>Badge(s)No</b>
_____
<b>(For Official Contractor use only)</b>
<b>Signature:</b>
_____
<b>Date of Pick up:</b> _____

<b>Deadline:</b> <b>April 23, 2025</b>	<b>Form-8</b> <b>Performance Bond</b> <b>Deposit (For Raw</b> <b>Space)</b>	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. RodrigoRodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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**Contact Information:**

<b>Company Name:</b>		<b>Booth Number:</b>	
<b>Contact Person:</b>		<b>Job Title:</b>	
<b>Mobile:</b>	<b>Tel:</b>	<b>Fax:</b>	
<b>Email:</b>			
<b>On-site Supervision Contact Person:</b>		<b>On-site Contact Person Mobile:</b>	
<b>Size of Booth:</b>	<b>(m2)</b>	<b>Performance Bond Deposit (HKD/MOP):</b>	

**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. 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 Form 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.
6. 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 : \_\_\_\_\_ Exhibitor Stamp & Signature : \_\_\_\_\_**

<b>Deadline:</b> <b>April 23, 2025</b>	<b>Form-9</b> <b>Rigging and Hanging</b> <b>Banners Application</b>	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 Apr 23, <b>Advance</b> Rental Price (First Day)	On or Before Apr 23, <b>Advance</b> Rental Price (Day After First Day)	Apr 24-30, <b>Standard</b> Rental Price (First Day)	Apr 24-30, <b>Standard</b> Rental Price (Day After First Day)	On or after May 1, On- site Rental Price (First Day)	On or after May 1, <b>On- site</b> 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 (Rental)	500.00	250.00	650.00	325.00	750.00	375.00			
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) not on existing I-Beam (The location of the hanging point is not located on the existing beam of the exhibition hall)	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			
Total Amount:										

**Requirements for Rigging 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 TUV 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 Form the Venetian:**

- The use of snake frames for hanging parts is not accepted, and it is recommended to a use 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, Segu buckles, steel cables, etc. with surface corrosion will not be accepted and used;

**Other rules that requires obligation:**

- 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  $12\text{mW}$ , 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 Form 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:\_\_\_\_\_

<b>Deadline:</b> <b>April 23, 2025</b>	<b>Form-10</b> <b>Lift table application</b>	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: <a href="mailto:beyondexpo@126.com">beyondexpo@126.com</a>
-------------------------------------------	-------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

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

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

No.	Item	Before 2 3 Apr On or <b>Advance</b> Rental Price (Per hour)	24-30 Apr, <b>Standard</b> Rental Price (Per hour)	On or after 1 May <b>On-</b> <b>site</b> Rental Price (Per hour)	QTY	Specific Time and Date of using ( <b>at least 4 hours per usage</b> )	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 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 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 Form 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 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: \_\_\_\_\_

## Form-12 Service Energization Application

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

**1. The electrician must present on-site and fill in the below Service Energization Application, provide the booth electricity allocation plan, and each page of the form must be stamped with the Contractor's Company Chop and signed by the person in charge.**

**2. A Copy of the electrician's qualified electrician license (at least Intermediate or above of Macau electrician license, Class A-C qualification of Hong Kong electrician license, low-voltage electrical work qualification of Mainland electrician license):**

**3. A Copy of the electrician's Macau ID Card/Blue Card (must be a legal worker in Macau);**

**4. A copy of the Contractor's M1 form.**

## Service Energization Application

### 申請開始供電 / 供水

Ref: C&E-TS-SEA-\_\_\_\_\_

Energization for 開單予: Electrical supply 電力供應 Water supply & drainage 供水及排水

Event Name 活動名稱:

Event Ref 活動編號:

Location 位 置:

Stand No. 展台編號:

Contractor Name 承判商公司名稱:

Contractor Registration No. 承判商註冊編號:  
(Should be filled in for Electrical works)

Worker Name 工程人員 姓名:

Worker Cert.No. Or Responsible Person ID No.

工程人員證書編號/ 或負責人身份証號碼:

(Should be filled in for Electrical work)

For electrical energization, please attach a completed & signed Form EWTR.

申請開始供電, 請附上測試報告表“EWTR”。

Result 結果: Satisfactory 滿意 (可予供電)

Fail 不合格 (需再行測試)

**For C&E (TS) use only:**

Nature of Fault (if result fail):

問題所在處 (如不合格)

Improper Earthing (水線不合格)

RCD Malfunction (RCD 不動作)

Improper Wiring (佈線不合格)

Live Part Exposure (帶電部份外露)

Circuit Diagram (not submitted)

(未能提供線路圖)

Insulation Test Report (not submitted)

(未能提供絕緣測試記錄)

Others (其他)

Signed by  
Contractor /  
responsible  
persons  
承判商 /  
負責人簽署

Filled by  
Venue  
Technical  
Service  
Worker  
場館技術  
服務人員  
簽署

Name 姓名:

Signature 簽署:

Date 日期:

Name 姓名:

Signature 簽署:

Date 日期:

**For Internal Use:**

Service Order No: \_\_\_\_\_

Energization Date / Time: \_\_\_\_\_

Energization Done By: \_\_\_\_\_

Remarks:





## 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	_____	MΩ
L1-L3	_____	MΩ
L1-N	_____	MΩ
L1-E	_____	MΩ
L2-L3	_____	MΩ
L2-N	_____	MΩ
L2-E	_____	MΩ
L3-N	_____	MΩ
L3-E	_____	MΩ

(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 <sup>2</sup>
Contact Person :	Contact Number :
Overtime working : _____(Date)_____ - _____(Time),Total hours:_____	
Fee	<input type="checkbox"/> For booth / stand from 9m <sup>2</sup> - 50m <sup>2</sup> (HKD/MOP2,640/hr) <input type="checkbox"/> For booth / stand from 51m <sup>2</sup> - 100m <sup>2</sup> (HKD/MOP3,300/hr) <input type="checkbox"/> For booth / stand from 101m <sup>2</sup> - 500m <sup>2</sup> (HKD/MOP3,960/hr) <p>The above prices are for reference only, final prices are decided by venue.</p>
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. are the transportation agents of this exhibition, responsible for the transportation, empty container warehousing, loading and unloading and other services of exhibits from the "collection

point pick-up" to the "exhibition site booth" and "return", if your company needs the relevant transportation of exhibits or related services, please contact the transportation company, in order to make your exhibits safe and on time to send to your booth, please read this transportation guide carefully!

### **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.

**NKL Zhuhai Collection Location:** Nam Kwong Logistics Transport Fleet

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

Collection Time: **9-11 May 2025**

DeadlineforGoodCollection(Zhuhai):**by 17:30, 11 May 2025**

(2) Goods Collection Point of Hong Kong

Collection Time: **9-11 May 2025**

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 ofexhibits 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 17:30, 9 May 2025** (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 account(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): **20- 21 May**

**2025**

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.		
<b>Name:</b> <b>ALATANCHAO LU Tel:</b> <b>0756-8688323</b>  <b>(+86) 15847277226</b> <b>Fax: (+853) 2837 1770</b> <b>Email: nk56qiuxiang@163.com</b>	<b>Name: Mrs. He</b> <b>Tel: (+86)13427701913</b> <b>Fax: 00853-28371770</b> <b>Email:hexiaofeng@namkwong.com</b> <b>.mo</b>	<b>Name: Mrs. Dong</b> <b>Tel :(+86)13928094777</b> <b>Fax: 00853-28371770</b> <b>Email:nk56qiuxiang@163.c</b> <b>om</b>

## **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:

**NKL : CNY550/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:

**NKL : CNY550/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

<b>Exhibitor:</b>	<b>BEYOND EXPO Macao</b>
<b>Exhibition Hall/Booth No.:</b>	_____
<b>Package No.:</b>	_____
<b>GrossWeight:</b>	_____ <b>OF</b> _____
<b>Net Weight:</b>	<b>KGs</b> _____ <b>KGs</b>
<b>Size:</b>	<b>Length * Width * Height (CMs)</b>

#### 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 Logistics Company for more information.**



Transportation Form

Beyond EXPO Macao													
The List of Exhibits													
Exhibitor			Contact		Phone Number					Booth NO.			
Exhibit Transportation Service Provider			Contact		Phone Number								
No.	Photo	Name of the Goods	Brand Specification and Model	Quantity	Net Weight	Gross Weight	Size MM (L*W*H)	Number of Cases	Volume CBM	Amount	Origin	Note 1 (Material)	Note 2 (Return :A, Not return:B)