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RAW SPACE BOOTH GUIDE

Booth Construction & Safety Guidelines:

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, 2026**. Drawings submitted must be to the reasonable scale of not less than 1:100, in full dimensions, and must include information such as floor plan, booth elevation, electrical fitting, colours 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 approval of the drawings or require amendments or variations to 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, 2026**. After the on-site installation is completed, you must log in and submit the completion paper, 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 6mH from the official contractor. The official contractor allows construction only with approval.

Exhibitors must accept full responsibility for the safety of the structure. The mentioned approval above must also carry a "Safety Certificate" issued by a qualified engineer/surveyor in Macao S.A.R. Exhibitors will have to submit this certificate to the official contractor for approval no later than **April 23, 2026**. If this rule is not obeyed, the official contractor reserves the right to prohibit access to the booth.

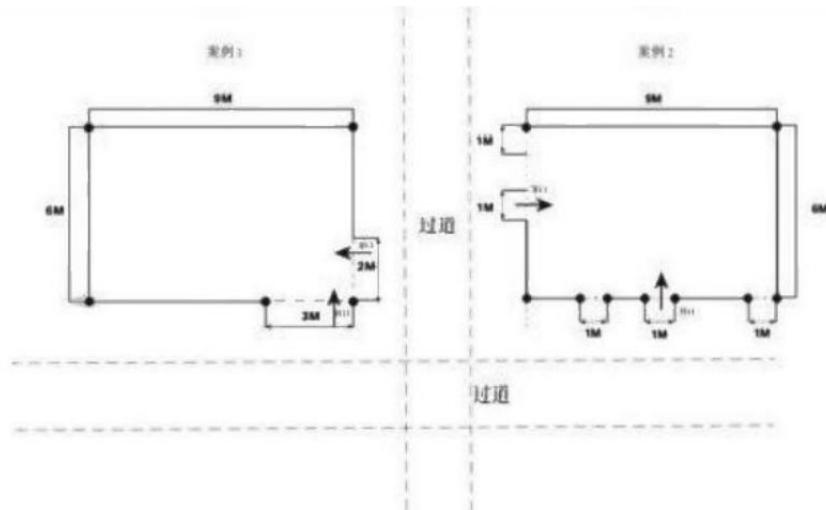
E. Performance Bond Deposit

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 remove 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. Prohibited Activities

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

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 coatings to building columns, walls, ceilings, or floors, or to standard booth equipment.

Hanging structures, signs, or banners used must be approved by the organizer. The organizer reserves the right to refuse any hanging structures, signs, or banners that are deemed unsafe.

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.

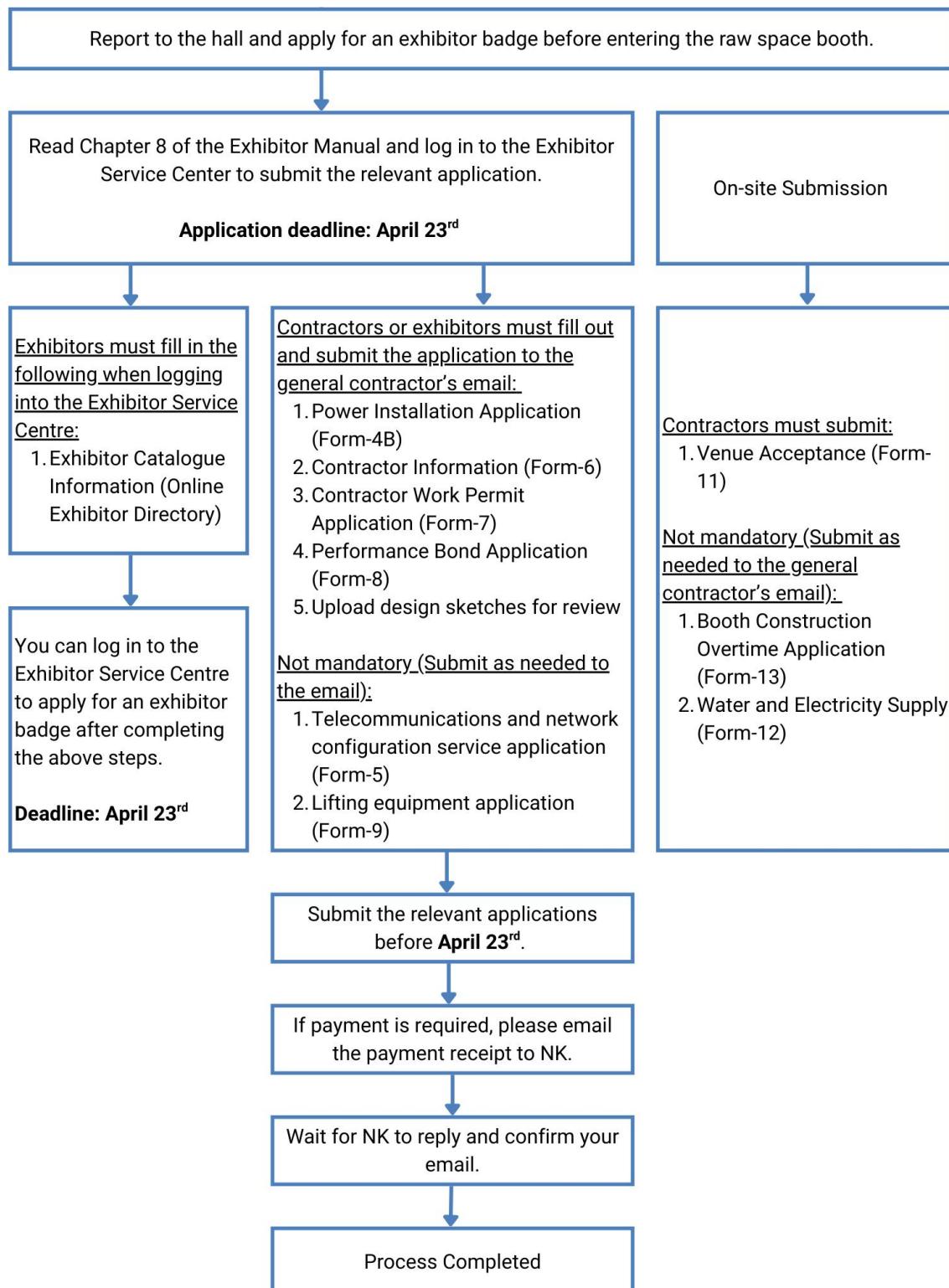
The exhibitor is responsible for any damage caused to other booths, the exhibition's property, or the property of third parties.

Payment Policy

If the exhibitor fails to pay the fees required by the exhibition contract or fails to abide by the 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 payment of the booth rental fee before the set-up time of the exhibition.

Flow chart for Raw Space Booth



Form 4B: Electricity Installation (For Raw Space)

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 apply in advance to the official contractor.

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, 2026**. All main power installations from source to outlet (exhibition booths) must only be carried out by the official contractor.

For details, please refer to Electricity Installation. Electrical connections 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.

Deadline: April 23, 2026	Form 4B Electricity Installation (For Raw Space)	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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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: _____

No.	Name of Item	On or before Apr 23, Advance Rental Price	On or after Apr 24, On-site Rental Price	Qty	3 Days Usage	Amount
		HKD/MOP	HKD/MOP			HKD/MOP

Power Main for Show Day

1	30Amp / 220v Single phase / 50Hz + neutral	4,030.00	4,650.00		May 28-30	
2	30Amp / 380v Three phase / 50Hz + neutral	9,750.00	11,250.00		May 28-30	
3	60Amp / 380v Three phase / 50Hz + neutral	23,400.00	27,000.00		May 28-30	

24hrs Power Main for Show Day

4	30Amp / 220v Single phase / 50Hz + neutral	6,045.00	6,975.00		May 28-30	
5	30Amp / 380v Three phase / 50Hz + neutral	14,625.00	16,875.00		May 28-30	
6	60Amp / 380v Three phase / 50Hz + neutral	35,100.00	40,500.00		May 28-30	

Power Main for Move In / Out Period (Per Day)

7	30Amp / 220v Single phase / 50Hz + neutral	1,339.00	1,545.00			
8	30Amp / 380v Three phase / 50Hz + neutral	3,250.00	3,750.00			
9	60Amp / 380v Three phase / 50Hz + neutral	7,800.00	9,000.00			

24hrs Power Main for Move In / Out Period (Per Day)

10	30Amp / 220v Single phase / 50Hz + neutral	2,008.00	2,317.00			
11	30Amp / 380v Three phase / 50Hz + neutral	4,875.00	5,625.00			
12	60Amp / 380v Three phase / 50Hz + neutral	11,700.00	13,500.00			

Total Amount:

Remarks:

- A. The application must be submitted in the Exhibitor Service Centre, and the full payment (including surcharge) slip must be uploaded to be valid. Otherwise, it will not be processed.
- B. This form will serve as a receipt; no invoice or receipt will be issued unless requested by exhibitors.
- C. All items are on a rental basis.
- D. Electricity will be provided to test after 2 pm on the day before the official opening day. There will be an extra charge if electricity is needed before 2 pm.
- E. Cancellation of the application must be submitted in writing. Cancellation after the deadline is subject to a 30% cancellation fee.

Payment Methods:

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

Please write down the information below on 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
Account Number (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
- Customers should pay T/T and other banking charges
- The remittance note should be emailed or faxed to the Official Contractor for confirmation

I confirm that I have read the general rental terms.

Date: _____ Company Chop & Signature: _____

Form 5: Telecom and Network Services

Deadline: April 23, 2026	Form 5 Telecom and Network Services	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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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: _____

No.	Name of Item	On or before Apr 23, Advance Rental Price	On or after Apr 24, On-site Rental Price	Qty	Amount HKD/MOP
		HKD/MOP	HKD/MOP		

Voice & Fax Service

1	Telephone Set – Local Telephony including intra-city telephone communication	780.00	900.00		
2	Fax Machine - Local Telephony including intra-city telephone communication	780.00	900.00		
3	Credit card line through PABX system (credit card machine excluded) Remarks: Bank of China UnionPay credit card line must be ordered separately, 20 days before opening day	1,430.00	1,650.00		

Data Network Service

4	Broadband internet connection (bandwidth sharing) for PC, printer, laptop (NOT for networking devices) (RJ-45 plug)	3,280.00	3,780.00		
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5	Ethernet data switch – 8 ports (For aggregate users to access internet only; internet link and cable are excluded)	1,850.00	2,150.00		
6	Ethernet data switch – 24 ports (For aggregate users to access internet only; internet link and cable are excluded)	5,520.00	6,380.00		
Total Amount:					

Remarks:

- A. The application must be submitted in the Exhibitor Service Centre, and the full payment (including surcharge) slip must be uploaded to be valid. Otherwise, it will not be processed.
- B. This form will serve as a receipt; no invoice or receipt will be issued unless requested by exhibitors.
- C. In case of losses or damages to rented equipment: Telephone – HKD 600.00 (per unit), interface or modem/demodulator – HKD 4,000.00 (per item).
- D. The above services will be provided at the venue during the exhibition from **28 to 30 May 2026**.
- E. Proportional drawings indicating the exact installation location of the requested services must be submitted at the time of order. If you wish to change the installation location of any telecommunications service after submission, a cancellation fee equivalent to 30% of the original service price will apply. Any re-ordered service will be charged at the applicable rental rate.
- F. The card terminal provider must dial “9” before configuring the terminal to access an external line. In accordance with regulations set by the Monetary Authority of Macao, credit card terminal providers must be authorized financial institutions registered in Macao.
- G. Each telephone line may be connected to only one device.
Unauthorized sharing of services is strictly prohibited.

- H. Users are responsible for installing firewall protection and anti-virus software on their ICT systems or personal computers. Any system damage, data loss, or business interruption resulting from computer viruses, malicious programs, or hacker intrusion shall be borne solely by the user.
- I. Users are not permitted to directly or indirectly share Internet access services with others without prior authorization. Broadband Internet speeds (download/upload) may vary depending on the number of users connected.
- J. The conference's general contractor is responsible for connecting to the PABX (Private Automatic Branch Exchange) system. If you wish to set up a credit card system, you must submit a formal request letter.
- K. Cancellation of the application must be submitted in writing. Cancellation after the deadline is subject to a 30% cancellation fee.

Payment Methods:

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

Please write down the information below on 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
Account Number (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
- Customers should pay T/T and other banking charges
- The remittance note should be emailed or faxed to the Official Contractor for confirmation

I confirm that I have read the general rental terms.

Date: _____ Company Chop & Signature: _____

Form 6: Information of Contractors (For Raw Space)

Deadline: April 23, 2026	Form 6 Information of Contractors (For Raw Space)	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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All raw space exhibitors must fill in and submit this form.

Exhibitor Information:

Company Name:		
Contact Person:	Job Title:	
Email:	Tel:	Fax:
Booth No.:		
Size of Booth: (m²)	Size: M x M	

Remarks:

- 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 prescribes.
- Performance Bond Deposit needs to be paid by exhibitors/contractors in advance.

Contractor Information:

Please tick the appropriate option.

If you select an official contractor, you do not need to fill in the form below. If you select a non-official contractor, please fill in the form below:

<input type="checkbox"/> Official Contractor	<input type="checkbox"/> Non-official Contractor
Company Name:	
Booth Number:	

Name/Job Title:	
Address:	
City:	Country:
Tel:	Fax:
Email Address:	
On-site Supervision Contact Person:	
(Name):	(Mobile):

Our company authorizes the above contractor to contact the organizer directly about booth construction issues and comply with the rules set by the organizer.

We confirm that I have read the general rental terms.

Date: _____ Exhibitor Stamp & Signature: _____

Form 7: Application of Contractors Badge

Deadline: April 23, 2026	Form 7 Application of Contractors Badge	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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Contractor Information:

Company Name:		
Contact Person:		Job Title:
Email:	Tel:	Fax:
Booth No.:		
Size of Booth: (m²)	Size: M x M	

Information of Contractor Staff:

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

Note:

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 _____.
 - A. Badges will be issued after payment of the exhibition fee and other applicable items have been settled. Then, the badge will be issued and distributed upon the official contractor's notification.

B. Applicants are required to submit a copy of their ID and one photo (taken within the past two years) together with the application form. Individual applications will not be accepted. Applications containing inconsistent or incorrect information will be rejected by the organizer.

We hereby declare that:

All contractor badge-holders representing our company are legal workers of Macao S.A.R., 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 S.A.R., Employees' Compensation Law.

Authorized Signature & Company Stamp: _____

Badge(s) No. _____

[For Official Contractor use only]

Signature: _____

Date of Pick up: _____

Form 8: Performance Bond Deposit (For Raw Space)

Deadline: April 23, 2026	Form 8 Performance Bond Deposit (For Raw Space)	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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Contact Information:

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

Remarks:

- A. The application form must be submitted with full payments (including surcharges) to the official contractor for a valid application. Otherwise, the application would not be accepted.

- B. 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 strengthen management and implementation during the construction, exhibitors/contractors of raw space are required to pay a **“Performance Bond Deposit”** to the official contractor.

- C. Contractors should be responsible for the removal of trash and unused materials for their exhibitor(s). A deposit of HKD/MOP 400.00/sqm (Minimum charge: HKD/MOP 5,000.00; Maximum charge: HKD/MOP 50,000.00). Any remaining rubbish requiring clean-up by the organizer will be at the expense of the exhibitor(s), conceded or deducted directly from the deposit.
- D. Contractors need to pay the performance bond deposit in advance, and then they will be allowed to bring items and begin construction in the venue.
- E. Exhibitors are responsible for the damage caused not only by their own actions but also by their employees, agents, and guests who cause damage to the facilities. The organizer reserves the right to force the contractors to pay the expenses for any amendment to the facilities.
- F. 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) Payable to: Nam Kwong International Conference & Exhibition Co., LTD.

Please write down the information below on 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
Account Number (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
- Customers should pay T/T and other banking charges
- The remittance note should be emailed or faxed to the Official Contractor for confirmation

I confirm that I have read the general rental terms.

Date: _____ Exhibitor Stamp & Signature: _____

Form 9: Rigging and Hanging Banners Application

Deadline: April 23, 2026	Form 9 Rigging and Hanging Banners Application	Official Contractor: Nam Kwong International Conference & Exhibition Co., Ltd. Address: Nam Kwong Building, 9/F, Avenida do Dr. Rodrigo Rodrigues, Macao Tel: (+853) 8391 0970 Fax: (+853) 2871 5986 Email: beyondexpo@126.com
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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: _____

No.	Item	On or Before Apr 23, Advance	On or Before Apr 23, Advance	Apr 24- 30, Standard	Apr 24- 30, Standard	On or After May 1, On-site	On or After May 1, On-site	Qty	Use Date	Amount
		Rental Price (First Day)	Rental Price (Day After First Day)	Rental Price (First Day)	Rental Price (Day After First Day)	Rental Price (First Day)	Rental Price (Day After First Day)			
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	1,850.00	1,050.00	2,405.00	1,365.00	2,775.00	1,575.00			

	Electric lifting devices must be used with R02 Electrical Chain Hoist Controller									
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	3,0000.00	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:

A. **Must provide the drawing & documents below** before the setup 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 T1 V 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.

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

Here are some main points from the Venetian:

- The use of snake frames for hanging parts is not accepted, and it is recommended to use a truss (Truss frame). **The Truss (Number) used must be consistent with the certificate number** and will be checked on site by inspectors. Please strictly obey the rules.
- The spot-welding process 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 require 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 12mW , a safety surveyor report needs to be provided.
- If curtains are used, a fabric Resistance Certificate must be submitted; if AV equipment is used, an equipment list must be submitted. If smoke machines are used, please provide the specific date and time of use, as needed to apply for permission from the fire department. After the construction is completed or the equipment is set up, please fill in the electrical installation test report before the event.

Payment Methods:

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

Please write down the information below on 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
Account Number (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
- Customers should pay T/T and other banking charges
- The remittance note should be emailed or faxed to the 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

Company Name:	
Booth Number:	
Booth Size:	

Remarks:

- 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 materials are cleared on time without any damage.
- Performance Bond Deposit will be returned by telegraphic transfer. Bank charges will be directly deducted from the deposit.

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

Signature : _____

Date : _____

Form 12: Service Energization Application

Remarks:

- Submitted by a qualified electrical technician on-site after booth construction is completed; technician must display valid qualifications.
- The electrician must be present on-site and:
 - A. Fill in the Service Energization Application below.
 - B. Provide the booth electricity allocation plan.
 - C. Ensure that each page of the form is stamped with the Contractor's Company Chop.
 - D. The person in charge must sign the form.
- A copy of the 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).
- A copy of the electrician's Macau ID Card/Blue Card (Must be a legal worker in Macau).
- 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 開掣予: 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)			
<u>For C&E (TS) use only:</u> Nature of Fault (if result fail): 問題所在處 (如不合格) <ul style="list-style-type: none"> 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) <hr/> <hr/>		Signed by Contractor / responsible persons 承判商 / 負責人簽署	Name 姓名: Signature 簽署: Date 日期:
<u>For Integral Use:</u> Service Order No.: _____ Energization Date / Time: _____ Energization Done By : _____ (_____)		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:
<u>For Integral Use:</u> Service Order No.: _____ Energization Date / Time: _____ Energization Done By : _____ (_____)		Remarks:	

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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 is requested during move-in and move-out periods.

Deadline: Before 15:00 on the day when overtime working is requested.

Company Name:	
Booth Number :	Size of Booth : m ²
Contact Person :	Contact Number :
Overtime working : _____ (Date) _____ - _____ (Time), Total hours:	
Fee	<ul style="list-style-type: none">For booth / stand from 9m² - 50m² (HKD/MOP2,640/hr)For booth / stand from 51m² - 100m² (HKD/MOP3,300/hr)For booth / stand from 101m² - 500m² (HKD/MOP3,960/hr) <p>The above prices are for reference only, final prices are decided by venue.</p>
Amount Payable :	HKD/MOP:

Remarks:

- 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. Applications submitted after 3:00 p.m. are subject to the venue's approval. If approved by the venue, a 100% on-site order surcharge will be applied.
- A minimum of four (4) hours will be charged for the "Overtime" Work Charges per booth/stand.
- All additional costs incurred by temporary overtime work will be borne by the applicant. Applicants can continue construction on the site only after approval and after paying the relevant fees.
- 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 plans and pursue compensation.

Company Chop & Signature : _____ Date: _____