

# 亞洲 演出娛樂行業 博覽會

ASIA  
PERFORMANCE  
ENTERTAINMENT  
EXPO

Exhibitor  
Handbook  
參展商手冊

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ASIA PERFORMANCE ENTERTAINMENT EXPO

# 亞洲演出娛樂行業博覽會

全球亞太地區演出業市場經歷了漫長而艱難的三年，我們見證了疫情對演出行業造成的巨大衝擊。在這段時光裡，我們更加深刻地意識到行業的堅韌和勇氣。

為了推動亞太地區演出行業的市場發展，讓同業者可以盡快走出疫情後的陰霾，再創行業的輝煌，亞太現場演出行業協會 (Asia-Pacific Live Performance Industry Association) 計劃於2023年11月17日至19日舉辦亞洲演出娛樂行業博覽會，邀請國際及亞洲地區的演出行業同業、經理人公司、唱片公司、文化演出基金公司、演出業技術人員、新媒體平台及相關演出業科技領域公司等一同參與，旨在為亞洲地區演出業界創造跨市場平台的展覽，研討會及商業配對。我們的宗旨是團結亞太地區現場演出經營主體與演出從業人員，發揮行業與政府及社會之間的橋梁和紐帶作用，積極推動行業從業者把握體驗經濟時代的空前發展機遇，進而完成亞太地區現場演出行業的產業升級。目標為滿足社會公眾在新時代對現場演出更豐富多元的需求，又促進亞洲各國文化交流，同時向外展示中華文化非凡魅力。

The performance industry market in the global Asia-Pacific region has experienced a difficult three years. We have witnessed the huge impact of the epidemic on the performance industry and we have become more aware of the tenacity and courage of our industry.

In order to promote the market development of the performance industry in the Asia-Pacific region, so that our peers can get out of the haze after the epidemic as soon as possible, we plan to hold the Asia Performance Entertainment Expo from November 17th to 19th, 2023, inviting International and Asian performance industry peers, managers, record companies, cultural funds, performance industry technicians, new media platforms and performance industry related technology companies to participate, and create cross-market platform exhibitions, seminars and business matching for the performance industry in Asia. Our purpose is to unite the main body of live performances and performance practitioners in the Asia-Pacific region, play a role as a bridge and link between the industry, the government and the society, actively promoting industry practitioners to grasp the unprecedented opportunities in the era of experience economy, and complete upgrade the status of live performance industry in the Asia-Pacific region as a whole.

The goal is to meet the needs of the public for richer and more diverse live performances in the new era, promote cultural exchanges among Asian countries, and at the same time demonstrate the extraordinary charm of Chinese culture.

## 舉辦日期 Dates

2023年11月17日 - 19日

Nov 17th - 19th, 2023

## 地點 Venue

澳門威尼斯人金光會展 展館D

The Venetian Macao-Cotai Expo Hall D

## 主辦單位 Organizer

亞太現場演出行業協會

Asia-Pacific Live Performance Industry Association

為慶祝首屆亞洲演出娛樂行業博覽會，現誠邀閣下以港幣三萬元加入成為普通會員並成為參展商，享有只此一次的超級權益

To celebrate the launch of the first Asia Performance Entertainment Expo, you are cordially invited to become a General Member and an exhibitor altogether at a one off discounted price of HK\$30,000, and enjoy the privileges as below:

1. 兩晚一間房間
2. 一個標準尺寸的展位
3. 2人晚宴邀請
4. 金光綜藝館演出門票2張
5. 亞太現場演出行業協會一次性普通會員會籍

首年免會員年費 (2023年11月1日至2024年10月31日)

\*會員年費\$12,000/年

1. Two nights of accommodation
2. One standard booth
3. Invitation to Dinner Gala for 2 people
4. 2 tickets to performance at Cotai Arena
5. APLPIA General Member membership

Complimentary annual fee for first year (Nov 1st, 2023 - Oct 31st, 2024)

會員及參展表格 Application Form

|                                |  |                   |  |
|--------------------------------|--|-------------------|--|
| 行業類別<br>Profession Categories  | <input type="checkbox"/> 演出商 Performance organizers <input type="checkbox"/> 唱片公司 Music Companies <input type="checkbox"/> MCN機構 MCN groups<br><input type="checkbox"/> 經理人公司 Artist management companies <input type="checkbox"/> 票務平台 Ticketing platforms<br><input type="checkbox"/> 各類製作公司 Production House <input type="checkbox"/> 演出場地 Venue <input type="checkbox"/> 高新科技 New technology companies<br><input type="checkbox"/> 新媒體平台 New media platform <input type="checkbox"/> 各類演出平台 Live performance platform<br><input type="checkbox"/> 舞台燈光音響公司 Stage lighting and sound hardware <input type="checkbox"/> 演出後期製作公司 Post-production<br><input type="checkbox"/> 其他 Others _____ |                   |  |
| 展位選擇<br>Booth Selection        | <input type="checkbox"/> A類 - 展位(特展場地) <input type="checkbox"/> B類 - 展位(標準展位) <input type="checkbox"/> C類 - 展位(高級標準展位)   |                   |  |
| 公司名稱<br>Company Name           | 中文   |                   |  |
|                                | English  |                   |  |
| 業務性質<br>Main Business Scope    |  |                   |  |
| 公司網站<br>Company Website        |  | 電郵<br>E-mail      |  |
| 聯繫地址<br>Contact Address        |  |                   |  |
| 聯絡人姓名<br>Contact Person        |  | 職位<br>Position    |  |
| 聯繫電話<br>Contact number         |  | 個人電郵<br>E-mail    |  |
| 身份證/護照號碼<br>ID/Passport Number |  | 國籍<br>Nationality |  |

公司簡歷 Company Profile

推薦人 Referee

|  |                      |                              |
|--|----------------------|------------------------------|
| 名稱<br>Name   | 公司名稱<br>Company Name | 電郵/電話<br>E-mail/Phone number |
| 與推薦人關係及認識年份<br>Relationship with the Referee & The year of acquaintance  |                      |                              |
| 企業法人代表簽名並蓋章 Signature of Legal Representative and Company Chop:  |                      |                              |
| *證明文件 - 申請人近照及身份證/公司註冊證書<br>*Identification - Photo and ID Copy of Applicant / Certification of Company Registration |                      |                              |
|  |                      | 年Y/ 月M/ 日D                   |

## 參展商收費

- 展商標準 展位費用：港幣三萬元整
- 展商特展 展位費用：港幣三萬元整及額外面積增加費用

### 參展商繳費須知

支票抬頭：亞太現場演出行業協會有限公司

銀行名稱：上海商業銀行

銀行地址：香港九龍塘聯合道320號建新中心G28號

銀行賬號：354-24-02271-5

Swift Code：SCBKHKHHXXX

備註：更多亞太現場演出行業協會會員服務範疇，詳見亞太現場演出行業協會官網：<https://www.apl pia.com>

## 報名方法

填妥表格後可電郵至 [apeexpo@apl pia.com](mailto:apeexpo@apl pia.com) 或 致電 +853 6618-6154  
向行政中心-謝小姐(Bobo)聯繫。

## 博覽會主辦方聯繫方式

### 招商中心（展位申請及諮詢服務）

聯繫人：陳小姐 Pinky 電話：+853 6295-9788 電郵：[Pinky.soidea@gmail.com](mailto:Pinky.soidea@gmail.com)

### 行政中心（其他諮詢：酒店/演出）

聯繫人：謝小姐 Bobo 電話：+853 6618-6154 電郵：[Bobo.soidea@gmail.com](mailto:Bobo.soidea@gmail.com)

### 大會總承建（承建諮詢）

聯繫人：黃先生 Henry 電話：+853 6292-6286 電郵：[henry\\_wong@atonce.com.hk](mailto:henry_wong@atonce.com.hk)

### 大會物流（物流諮詢）

聯繫人：李小姐 電話：+853 6516-4414 電郵：[libaotao@huicservice.com](mailto:libaotao@huicservice.com)  
+86 13005521303  
+852 54939920

# 1) 聯絡資料 Contact Information

## 主辦單位 Coordinator

亞太現場演出行業協會

Asia-Pacific Live Performance Industry Association  
香港九龍觀塘鴻圖道35號天星中心27樓  
電郵: info@aplpi.com  
協會網址: https://www.aplpi.com



Asia-Pacific  
Live Performance Industry  
Association  
亞太現場演出行業協會

## 大會總承建及大會主場管理服務

Official Contractor and On-site Management Service

壹眾傳播有限公司

At Once Communication LTD

澳門宋玉生廣場336-342號誠豐商業中心19樓  
電話: (853) 62926286  
(86) 13286068296  
電郵: contractor@aplpi.com



19/F, Centro Commercial Cheng Feng, Alv. Dr. Carlos Assumpcao 336-342, Macau.  
Tel: (853) 62926286  
(86) 13286068296  
E-mail: contractor@aplpi.com

賬戶信息

賬戶名稱:  
壹眾傳播有限公司

銀行名稱: 澳門國際銀行

賬號:  
澳門幣: 111400135335  
港幣: 111400135343  
人民幣: 111400135378

銀行地址:  
澳門 新口岸 上海街185號 中華總商會大廈 地下D座

代碼: LUSOMOMX

Account information

Account name:  
At Once Communication Limited

Bank name: Luso International Banking Limited

Bank Account:  
MOP Account No.: 111400135335  
HKD Account No.: 111400135343  
RMB Account No.: 111400135378

Bank Address:  
Block D, G/F, China General Chamber of Commerce Building,  
185 Shanghai Street, New Port, Macau

Swift Code: LUSOMOMX

## 大會貨運服務

Official Freight Service

輝成物流有限公司

澳門路環金鳳街聯生工業村東方科技園第4座地下

聯絡人: 李宝焯  
電話: (853) 65164414  
(86) 13005521303

傳真: (853) 28356533  
電郵: libaotao@huicervice.com



Address: G/F, Block 4, Parque Ind. de Concordia Quarterirao C, Rua das Acacias Rubras, Coloane, Macau  
Contact: ibaotao  
Tel: (853) 65164414  
(86) 13005521303

Fax: (853) 28356533  
Email: libaotao@huicervice.com

## 2) 大會簡介 General Information

### 2.1 名稱

亞洲演出娛樂行業博覽會 (以下簡稱「亞演會」)

### 2.2 地點

澳門威尼斯人金光會展展館D

### 2.3 日期及開放時間

日期: 2023年11月17日至19日

| 日期               | 開放時間        |
|------------------|-------------|
| 11月17日 (專業觀眾、公眾) | 11:00-19:00 |
| 11月18日 (專業觀眾、公眾) | 11:00-19:00 |
| 11月19日 (專業觀眾、公眾) | 11:00-19:00 |

### 2.4 開幕典禮

日期及時間: 2023年11月17日 中午12時現場

地點: 澳門威尼斯人金光會展展館D舞台區

### 2.5 亞演會性質

由亞太現場演出行業協會主辦, 是演出娛樂行業專業配對、公眾開放相結合的展覽會, 活動不設現場銷售。

### 2.6 佈展及撤展時間\*

| 類別          | 日期        | 時間          |
|-------------|-----------|-------------|
| 大會總承建商進場搭建  | 11月13-15日 | 09:00-23:00 |
|             | 11月16日    | 09:00-13:00 |
| 光地展位承建商進場搭建 | 11月14日    | 13:00-23:00 |
|             | 11月15-16日 | 09:00-23:00 |
| 標準展位參展商進場佈展 | 11月16日    | 13:00-22:00 |
| 標準展位參展商進場撤展 | 11月19日    | 19:00-22:00 |
| 大會總承建商進場撤展  | 11月19日    | 19:00-23:00 |
|             | 11月20日    | 09:00-23:00 |
| 光地展位承建商進場撤展 | 11月20日    | 09:00-20:00 |

\*資料僅供參考, 亞演會更新消息將於網站 [www.ape-expo.com](http://www.ape-expo.com) 發佈, 請參展商留意。

### 2.7 穿梭巴士

大會設有穿梭巴士, 可參考亞演會網頁 [www.ape-expo.com](http://www.ape-expo.com), 取得最新消息。

### 2.1 Name of the Expo

ASIA PERFORMANCE ENTERTAINMENT EXPO (APE Expo)

### 2.2 Venue

The Venetian Macao - Cotai Expo Hall D

### 2.3 Schedule

Exhibition Period: 17th Nov - 19th Nov 2023

| Date                                      | Hours       |
|---|-------------|
| 17th Nov (Trade Visitors, General Public) | 11:00-19:00 |
| 18th Nov (Trade Visitors, General Public) | 11:00-19:00 |
| 19th Nov (Trade Visitors, General Public) | 11:00-19:00 |

### 2.4 Opening Ceremony

Date and time: 17<sup>th</sup> Nov 2023, 12:00pm

Venue: Main stage at The Venetian Macao - Cotai Expo Hall D

### 2.5 Nature of the APE Expo

APE Expo is an event organized by the Asia-Pacific Live Performance Industry Association for business matching, which is also open to the general public but does not support on-site sales of products.

### 2.6 Installation/ Dismantlement Schedule\*

| Type  | Date          | Hours       |
|---|---------------|-------------|
| Official Stand Contractor move-in for Construction    | 13th-15th Nov | 09:00-23:00 |
|   | 16th Nov      | 09:00-13:00 |
| Raw Space Booth Contractor move-in for Construction   | 14th Nov      | 13:00-23:00 |
|   | 15th-16th Nov | 09:00-23:00 |
| Standard Booth Exhibitor move-in for Booth Decoration | 16th Nov      | 13:00-22:00 |
| Standard Booth Exhibitor move-out                     | 19th Nov      | 19:00-22:00 |
| Official Stand Contractor move-out (Dismantlement)    | 19th Nov      | 19:00-23:00 |
|   | 20th Nov      | 09:00-23:00 |
| Raw Space Booth Contractor move-out (Dismantlement)   | 20th Nov      | 09:00-20:00 |

\*For reference only. Please find the latest updates at APE Expo official website: [www.ape-expo.com](http://www.ape-expo.com)

### 2.7 Shuttle bus

Shuttle bus service will be provided. Please refer to the Organizer official website: [www.ape-expo.com](http://www.ape-expo.com) for the latest information.

### 3) 進場守則 Installation Regulations

- |  |  |
|--|--|
| <p>3.1<br/>搭建期間參展商及搭建商需配戴《參展證》及《施工證》方可進入展館。</p> <p>3.2<br/>參展商進場承建時間以《參展商手冊》為準。</p> <p>3.3<br/>進場人員須佩戴證件(類型參照《參展商手冊》第9頁), 不得轉借, 丟失需於亞演會入口登記處補辦。</p> <p>3.4<br/>參展商不得在所屬展位範圍以外地方擺放或操作任何用作推廣及銷售物品(如宣傳架、搖控玩具等)。倘因參展商違規引起任何意外或法律訴訟等事宜, 須承擔所有責任。</p> <p>3.5<br/>參展商不得提供或舉辦任何有賭博成份的遊戲或售賣任何有博彩成份的獎券。</p> <p>3.6<br/>參展商應控制使用之影音器材所產生之音量, 不得造成任何滋擾。若大會認為音量超出可接受標準(70分貝), 經勸喻後情況未見改善, 展位使用權將會即時被終止。</p> <p>3.7<br/>參展商必須確保展位至少有一名機構代表負責看守展位。若大會管理人員發現展位長時間未有代表看守, 大會有權將展位暫時封存。</p> <p>3.8<br/>參展商只可在展位內陳列商品, 並須保持清潔與整齊。大會嚴禁任何明火煮食。所有售賣食品, 須符合衛生要求。</p> <p>3.9<br/>參展商不得於展覽場地內使用壓縮氣體所填充之氣球。</p> <p>3.10<br/>參展商不得於展覽場地內進行拍賣活動。</p> <p>3.11<br/>參展商不得在展會未結束時拆卸展位或提前撤展。</p> <p>3.12<br/>光地展位的參展商, 需要聘用澳門特別行政區許可之合法工人為其搭建展位, 亦需按照澳門政府規定為該等人士購買勞工保險。倘有違規, 大會有權要求停止搭建工作; 如屬非法勞工事件, 將交由勞工事務局及相關政府部門處理。承建商或參展商須自行承擔因違規而產生的責任。</p> | <p>3.1<br/>Exhibitor and Contractor should wear the Badge while entering the exhibition hall during installation.</p> <p>3.2<br/>Exhibitors shall refer to the Exhibitor's Manual for the date and time of installation.</p> <p>3.3<br/>Specific badges are required for all admission (please refer to page 9 of the Exhibitor's Manual for the specific type). Badges shall not be transferred, and shall be re-issued at the registration office at the entrance of Hall D once lost.</p> <p>3.4<br/>Exhibitors shall not place or operate any promotion or sales items (e.g. promotion rack, remote control toys, etc.) outside their own booths. Exhibitors shall be responsible for any accidents or legal proceedings due to the violation of the rule aforementioned.</p> <p>3.5<br/>Exhibitors are not allowed to organize any games or sell any lottery tickets that involve gambling.</p> <p>3.6<br/>Exhibitors shall properly control the volume of their audio visual equipment so as to avoid causing any disturbance to others. If the volume is regarded by the Organizer as exceeding the standard (70 dB), and no improvement is made after the Organizer's advice, the exhibitor's right to use the booth will be suspended immediately.</p> <p>3.7<br/>Exhibitors must ensure that their booth is manned by at least one of its staff members. If the site management finds that a booth has been unattended for a long time, the Organizer has the right to temporarily close the booth.</p> <p>3.8<br/>Exhibitors shall only display products in their own booths and maintain the booths clean and tidy. Cooking on open flame is strictly prohibited. All food or beverages for selling must align with the health requirements.</p> <p>3.9<br/>Compressed gas-filled balloons are prohibited under any circumstances.</p> <p>3.10<br/>Auctions are prohibited under any circumstances.</p> <p>3.11<br/>Exhibitors shall not remove the decoration of booths or move out of the Expo before closing time.</p> <p>3.12<br/>Exhibitors of raw space shall employ legal workers of the Macao Special Administrative Region (MSAR) for booth construction and purchase labor insurance for such workers in accordance with the regulations of the Macao SAR Government. Where violation occurs, the APE Expo Organizer reserves the right to terminate the installation.</p> <p>If illegal workers are involved, the case shall be handed over to the Labour Affairs Bureau or relevant authorities. Contractors or exhibitors concerned shall bear all responsibilities arising from such violations.</p> |
|--|--|



- 3.13  
 承建商及參展商於進場佈展、撤展及展覽期間損毀會場之物品或任何第三者之財物，須為其造成之損毀作出一切賠償。
- 3.14  
 嚴禁承建商及參展商在標攤圍板上、展館牆面及地面等公共區域隨意劃線、裝鉗釘子及固定物體等。
- 3.15  
 展場內嚴禁噴漆、燒焊及使用電鋸。
- 3.16  
 參展商撤展須填妥附件表格10:《展品出館許可單》通知大會總承建辦公室核實後蓋章，保安人員放行需核對此單及物品。
- 3.17  
 光地展位承建商撤展完成時，須填妥附件表格11:《光地展位承建商撤展驗收單》，通知大會總承建辦公室驗收簽署後方為有效，以及作為退還按金的憑證。
- 3.18  
 承建商及參展商不得使用電路不合規格的電器裝置。
- 3.19  
 大會有權將開關掣及超載保護分線箱放於展位內的適當位置。
- 3.20  
 為確保光地展位承建商按規定時間內如期進場搭建，須於2023年11月10日前向大會主場管理服務繳交清理廢物按金。按200澳門元/平方米計算(清理廢物按金最低收取5,000澳門元/展位，最高收取50,000澳門元/展位)，以支票形式繳付。支票將於展覽結束的45個工作日內，由大會主場管理服務返還。  
 付款帳號信息請參見第4頁。
- 3.21 提交參展證明  
 所有參展商確定參展，需要提交其機構有效之商業登記/營業執照證明副本。
- 3.13  
 Contractors and exhibitors shall be responsible for the damage of any belongings of the exhibition venue or of other parties from installation until moving out of the exhibition.
- 3.14  
 Contractors and exhibitors are prohibited from drawing lines, hammering nails, and fixing objects on public areas such as booth structures, walls and grounds of the venue.
- 3.15  
 No spray paint, welder or electric saw is allowed in the venue.
- 3.16  
 Exhibitors must fill in the attached Form 10: “Exhibit Exit Permission Form” when they are dismantling, notify the Official Contractor to verify and stamp the form, and the security personnel must verify the list and the items for release.
- 3.17  
 After dismantling and moving out of the stand space, the raw space booth Contractor must fill in the Form 11: “Raw Space Booth Contractor Move-out Acceptance Certificate” and notify the Official Contractor who will sign it upon acceptance and this will serve as a certificate for refund of the deposit.
- 3.18  
 Contractors and exhibitors shall use electrical appliances with qualified electric circuits.
- 3.19  
 The Organizers’ reserves the right to install switches and overload protective devices in the appropriate positions of booths.
- 3.20  
 In order to ensure that on-site installation of raw space is completed as scheduled, all contractors are required to lodge a “waste disposal deposit” to the On-site Management Service before 11<sup>th</sup> Nov, 2023. Based on the standard rate of MOP200/sq.m, the deposit for each booth ranges from MOP5,000 to MOP50,000. The deposit shall be lodged by cheque. It will be refunded to the parties concerned within 45 working days by the On-site Management Service after APE Expo is closed.  
 Please refer to page 4 for the account information.
- 3.21 Submission of Exhibitor Certificates  
 Copies of their valid business registration documents/business licenses shall be submitted by all confirmed exhibitors to APE Expo.

## 4) 環保指南 Environmental Protection Guidelines

為配合澳門特別行政區政府環境保護局「源頭減廢、資源回收」的固體廢物處理政策，減少大型活動耗用自然資源及過後對廢物處理設施造成的壓力，響應綠色會展倡議，大會建議參展商及承建商參考《大型活動的減廢指引》採取以下措施：

### 4.1 參展商

- 建議展位設計遵從減少、重用及回收的原則，使用環保物料，以減少搭建時造成的廢棄物。
- 優先使用含有再造成分的產品，如再造紙、橡膠地墊、以及其他回收物料。避免使用由聚氯乙烯(PVC)製作的佈置材料，避免使用一次性的大型道具或活動設備。
- 鼓勵現場盡量不售賣塑膠瓶盛裝的水或飲品。與觀眾互動活動，鼓勵參與者自備環保袋，以及可循環使用的餐盒、餐具和水杯，減少一次性塑膠瓶的使用，並溫馨提示有關用品應事先清潔好。
- 現場派發的紀念品，應考慮少包裝、簡約、具實用性等綠色原則。

### 4.2 承建商

- 建議現場謹慎裝潢及拆除攤位，以提高物料重複使用的可行性及比例；而不可重複使用的材料，請妥善進行分類及資源回收。
- 現場廢棄物料須分類回收，包括：紙類、塑膠、金屬、玻璃樽、電池等類別。回收處理須以清晰的類別名稱作提示，減少誤投機會。保持環境的清潔衛生。
- 撤展拆除大型展板及含有一定量的金屬支架之組件時，棄置前須對有關廢棄物作適當的預處理，將可重用的物料作(如金屬)拆解及回收，避免對垃圾焚化中心的運作造成影響。而可燃的廢棄物需切割成符合有關規定的尺寸(直徑不能超過100毫米)及長度(不能超過3米長)，再運往垃圾焚化中心處理。

In response to the solid waste disposal policies of the Environmental Protection Bureau (DSPA) of Macao SAR featuring “waste reduction at source and waste recycling”, and the green exhibition initiative, for the purpose of reducing the natural resources consumed by major events and alleviating the consequent pressure exerted on the waste disposal facilities, APE Expo advises the exhibitors and contractors to take the following measures in line with the Guidelines on Waste Reduction of Major Events:

### 4.1 Exhibitors

- The booth design should follow the principle of reducing, re-using and recycling resources, and use environmentally-friendly materials, so as to reduce the wastes generated in the process of construction.
- Products containing recycled materials should be preferably used, such as recycled paper, rubber mats, other recovered materials, etc. Materials made of polyvinyl chloride (PVC), large disposable props or event facilities should be avoided in booth construction.
- Do not sell water or drinks in plastic bottles on-site if possible. During interactive activities with the visitors, it is better for the participants to bring their own environmentally-friendly bags, as well as reusable lunch boxes, cutlery sets and cups, and reduce the use of disposable plastic bottles. They should be reminded that these utensils should be cleaned beforehand.
- The souvenirs handed out on-site should follow the “green principle”, and have such features as minimum packaging, simplicity and functionality.

### 4.2 Contractors

- The booths should be decorated and dismantled with great caution, and in a way that practicability of reusing the materials and proportion of such materials can be improved; while those that cannot be reused should be properly sorted and recycled.
- The waste materials on-site, including paper, plastic, metal, glass bottle, and battery, should be sorted and recycled. The waste materials to be recycled should be marked with a clear category, so as to reduce the chance of misplaced materials. The environment should always be kept clean and healthy.
- After large display boards and assemblies with certain number of metal bracket are dismantled in a booth, relevant waste materials should be properly pre-treated before being disposed of and those that can be recycled (e.g. metal) should be disassembled and recycled, so as to avoid any adverse effect on the operation of the incineration center. Combustible waste materials should be cut into required size (no more than 100 mm in diameter and no more than 3m in length) before being transported to the incineration center for treatment.

# 5) 標準展位 Standard Booth Specification

## 標準展位

面積：9平方米

結構：3米x3米x2.5米高，白色圍板

(標準展位A:單面入口,標準展位B:雙面入口)

### 配置：

- 楣板(印有公司名稱及展位號)：

標準展位A:1個,標準展位B:2個

- 諮詢台1張 (配大會logo飾面), 摺椅2張

- 射燈：

標準展位 A:2盞,標準展位 B:4盞

- 13Amp/220V/(500W) 插座 (固定) 1個

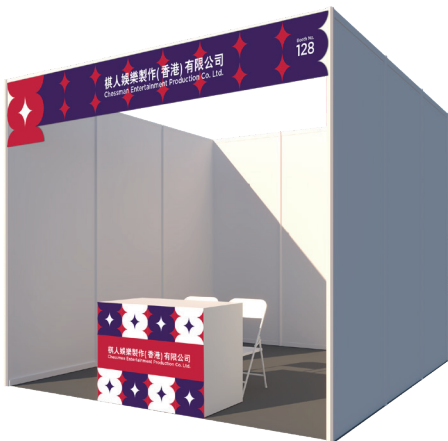
- 廢紙簍1個

- 9平方米地毯

- 洽談桌1張及摺椅2張 (僅限B2B展商)

## 標準展位A (單入口)

### Standard booth A (1-side open)



## Standard booth

Area: 9m<sup>2</sup>

Structure:

3m x 3m x 2.5m(h) with white laminated panels,

(standard booth A: 1 sided entrance,

standard booth B: 2 sided entrance)

Configuration:

- Fascia board (printed with company name and booth number):

standard booth A: 1 set, standard booth B: 2 set

- Information desk (with Organizer logo) with 2 folding chairs

- Spotlight:

standard booth A: spotlight\*2,

standard booth B: spotlight\*4

- 13A/220V(500W) power socket\*1 (fixed)

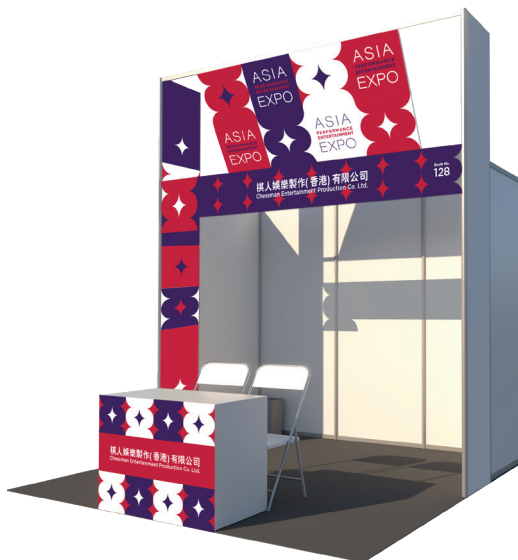
- Waste paper basket\*1

- 9m<sup>2</sup> carpet

- Meeting table\*1 with 2 folding chairs (For B2B Exhibitor only)

## 標準展位B (雙入口)

### Standard booth B (2-side open)



## 6) 佈展注意事項 Booth Installation

### 6.1 倉儲須知

亞演會不對參展商提供倉儲服務，參展商所有物品及設備，須自行負責保管或向大會主場管理服務諮詢。

### 6.2 設計圖

參展商或其承建商請於2023年10月23日前將展位設計圖，包括效果圖(展位全貌清晰可見)、施工圖(標示出所有尺寸及材質物料等)、電力圖(標示出電力裝置位置及用電量明細)以電郵呈交至大會主場管理服務。圖則比例須不少於1:100，並須註明真實尺寸附上平面佈置圖、展位正視圖、電力裝置及視聽器材等資料。

與疏散門相鄰的展位，請在背板處留出1米通道。

展位設計圖經大會總承建商審核通過並簽字蓋章後，方可進場施工。審查不合格的需整改，並在2023年11月3日前報送整改資料。敬請按時間要求遞交資料，以免延誤工期。

參展商或承建商需隨展位設計圖，附上承建商主要聯繫人姓名、聯繫方法及其承建商商業登記副本或M1副本等資料。

### 6.3 高度限制

參展商若搭建超過3.9米高之光地展位或雙層展位，請聯繫大會主場管理服務，並遞交安全證明書(經澳門特別行政區政府認可之註冊工程師批出)。安全證明書須於2023年11月3日前遞交，批准後方可進場施工。

### 6.4 展館內柱處理

平面圖中綠色柱子，正面有消防櫃及消防水喉設備。搭建包柱時，請留出0.5米距離；正面包柱還需留門，並留出1.5米距離。高度超過3.9米請遞交安全證明書。

平面圖中黃色柱子，正面有滅火筒，搭建包柱時，請留出0.5米距離，並將滅火筒放置包柱牆體地面處。高度超過3.9米請遞交安全證明書。

### 6.1 Storage

The Organizer will not provide storage service at the exhibition venue. All exhibitors are expected to take care of their own belongings and exhibits. For enquiry, please contact the On-site Management Service.

### 6.2 Drawings

Exhibitors or their contractors shall submit the drawings of their booths, including detailed panoramic design sketches, construction drawings (marking all dimensions and materials required, etc.) and electrical installation drawings (specifying installation location and details of power consumption) to the On-site Management Service before 23<sup>rd</sup> Oct, 2023 by email. Drawings submitted must be at a real scale of not less than 1:100 in full dimensions, indicating actual size and containing information such as floor plans, booths, front elevations, electrical fittings and any audio-visual equipment to be used, etc.

For booths located near evacuation gates, a one-meter wide path shall be cleared between the back panel and the wall.

Contractors are not allowed to make arrangements for the construction at the service station until the drawing proposals are approved, signed and stamped by the Official Contractor. In the case of failure to pass the review, the exhibitor and contractor concerned shall make rectification as required by the Official Contractor and submit the revised proposals to the Official Contractor before 3<sup>rd</sup> Nov, 2023 for review. Please submit required documents as scheduled to avoid any delay in construction.

The drawings shall be submitted together with the name and main contacts and copies of business registration documents or M1 of the contractors.

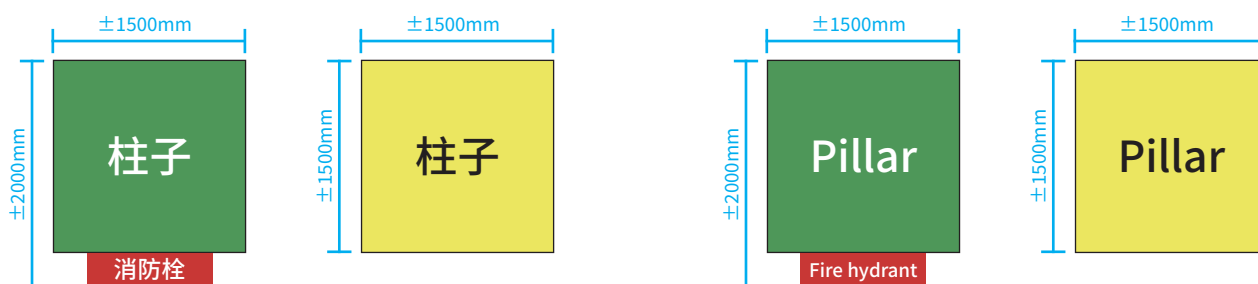
### 6.3 Height Limit

Exhibitors must contact the On-site Management Service and submit a Safety Report (issued by a qualified engineer/surveyor acknowledged by Macao SAR Government) for the construction of any booths in raw space that exceeds 3.9m in height or any two-storey structures. The Safety Report shall be submitted for review before 3<sup>rd</sup> Nov, 2023. The construction shall proceed after the approval.

### 6.4 Pillars in the Exhibition Hall

The green pillar in the floor plan shows a fire cabinet and fire hose equipment on the front. For pillar cover installation, 0.5m shall be reserved. For the front pillar cover installation, a door and 1.5m shall be reserved. A Safety Report is required if the height exceeds 3.9m.

The yellow pillar in the floor plan shows a fire hydrant on the front. For pillar cover installation, 0.5m shall be reserved, and the fire hydrant shall be placed by the surface of the pillar cover. A Safety Report is required if the height exceeds 3.9m.



## 6) 佈展注意事項 Booth Installation

### 6.5 防火措施

所有搭建物料，須符合澳門特別行政區政府消防安全法規及條例。所有為光地展位施工的承建商需在工作範圍內放置一個或以上的合格滅火筒。

### 6.6 裝潢物料或廢物處理及清潔

參展商或承建商須將裝潢物料或廢物自行帶離會場。擱置於公共通道的裝潢物料大會將視為棄置物品。如大會代為清理後，將會向承建商收取相關的清理費。

### 6.7 惡劣天氣

在展位搭建、展品進場、展位佈置及展會期間：

- 若澳門地球物理暨氣象局在上午八時三十分前懸掛八號風球或黑色暴雨警告訊號，會場將會暫停開放。
- 若澳門地球物理暨氣象局於當日下午一時前除下 / 改掛較低風球或暴雨警告訊號，會場將於兩小時後重開。
- 若澳門地球物理暨氣象局於當日下午一時後除下 / 改掛較低風球或暴雨警告訊號，會場將會關閉一天。

(如有任何更新，以大會最後公佈為準)

### 6.8 知識產權

- 參展商嚴禁在會場內售賣、展示或擺放任何盜版或未經授權生產的物品，會場內絕對禁止任何侵犯知識產權的行為。倘有充分證據顯示參展商售賣或展示上述產品，將被視作違規行為處理，大會有關終止其展位使用權，並交由海關或有關政府部門處理。
- 參展商如在展位內使用任何視聽作品(包括播放錄音或錄像製品等)，須確保有關作品已取得著作權或是相關權利人的許可。

### 6.9 免責條款

- 參展商違反大會《參展商手冊》而衍生的一切費用及損失須承擔其責任。
- 大會基於在不可抗力(如火災、水災、災難、疫症、地震、貿易制裁、民眾暴動、政府規限等)情況下，視實際情況考慮旅博會延期或取消舉行。大會保留對展覽會之取消、更改性質、規模及展覽日期長短之權利，參展商不能因此向大會追討任何損失，而大會亦無須承擔任何責任。

### 6.5 Fire Precautions

All construction materials must comply with all applicable fire prevention regulations stipulated by the Macao SAR Government. Contractors of raw space are required to prepare one or more functional fire extinguishers within the assigned area.

### 6.6 Treatment and Cleaning of Decoration Materials and Wastes

Exhibitors or contractors must take away the decoration materials and wastes from the venue by themselves. Decoration materials piled in public aisles will be considered as discarded, for which a fee will be claimed for cleaning.

### 6.7 Adverse Weather Condition

The special arrangement during the periods of booth installation, installation of exhibits, decoration and dismantling:

- If Typhoon Signal No.8 or Black Rainstorm Warning Signal is issued by the Macao Meteorological and Geophysical Bureau (SMG) before 8:30am, the exhibition venue will be temporarily closed.
- If Typhoon Signal No.8 or Black Rainstorm Warning Signal is lowered or cancelled before 1:00 pm on the same day by the SMG, the exhibition venue will be reopened in two hours.
- If Typhoon Signal No.8 or Black Rainstorm Warning Signal is lowered or cancelled after 1:00pm on the same day by the SMG, the exhibition venue will be closed for the whole day.

(If there are any changes, please refer to the final announcement disseminated by Organizer)

### 6.8 Intellectual Property

- Exhibitors are prohibited from selling, displaying or demonstrating any unauthorized or pirated products. Activities of violating intellectual property rights are strictly prohibited in the venue. When there is sufficient evidence for sale or display of above-mentioned products, exhibitors will be regarded as violating the regulation of Organizer, which will be terminated immediately and will be reported to the Customs and Excise Department or corresponding governmental entities.
- Exhibitors should ensure that any visual or sound material (including vocal or visual recordings) to be displayed in the booth must hold the relevant copyright license or authorization by corresponding copyright holder.

### 6.9 Disclaimer

- Exhibitors shall be liable for all costs and damages arising from any breach of the Exhibitor's Manual.
- The Organizer will consider the postponement or cancellation of the exhibition under force majeure (e.g. fire, flood, disaster, epidemic, earthquake, trade sanctions, civil unrest, government restrictions, etc.) depending on the actual situation. The Organizer reserves the right to cancel, change the nature, scale and duration of the Organizer, and the exhibitors shall not be able to claim any loss from the Organizer, and the Organizer shall not be liable for any loss.

# 7) 大會證件類別及辦理 Badge Type & Application

## 7.1 證件類別

所有承建商及參展商須持證件進場，嚴禁轉讓證件給他人使用，大會保安人員有權查核持證人身份。

### ① 參展商

參展商可於亞演會網頁www.ape-expo.com網上登記，2023年11月16日進場時，在澳門威尼斯人金光會展展館A入口登記處領取證。

### ② 施工證

施工證需聘用澳門特別行政區許可之合法工人為其搭建展位。由參展商指定之承建商使用，申辦需填寫附件《施工證、指導證》申請表，填妥後以郵箱或傳真發送至大會總承建；申請截止日期為2023年11月3日。2023年11月13日開始領取證件。

電郵:contractor@aplpi.com, 諮詢電話: (853) 6292 6286。

### ③ 指導證

指導證為經澳門勞工事務局批覆的非澳門特別行政區合法人現場進行指導性工作所使用。申辦需填寫附件《施工證、指導證》申請表，填妥後以郵箱或傳真發送至大會總承建；申請截止日期為2023年11月3日。2023年11月13日開始領取證件。

電郵:contractor@aplpi.com, 諮詢電話: (853) 6292 6286。

## 7.1 Types of Badges

All contractors and exhibitors shall access the exhibition venue with their badges. Such badges are not transferable. The security has the right to conduct an identity check on the badge holder(s).

### ① Exhibitor Badge

Exhibitors can register on the official website of www.ape-expo.com. Exhibitors may acquire their badges at the Registration Counter at The Venetian Macao, Cotai Expo, Hall D from 16<sup>th</sup> Nov, 2023 before entering the exhibition venue.

### ② Contractor Badge

Exhibitors of raw space shall employ legal workers of the Macao Special Administrative Region (MSAR) for booth construction. The Contractor Badge shall be used by contractors appointed by the exhibitors. Please fill out the “Application Form for Contractor and Instructor Badges”, and send it to the Official Contractor via e-mail or fax before 3<sup>rd</sup> Nov, 2023. Applicants may acquire their badges starting from 13<sup>th</sup> Nov, 2023.

Email: contractor@aplpi.com, Contact Phone No.: (853) 62926286.

### ③ Instructor Badge

The Instructor Badge is designed for non-local workers with legal identities to serve as temporary instructors at the exhibition venue, as approved by the Labour Affairs Bureau of the MSAR. Please fill out the “Application Form for Contractor and Instructor Badges”, and send it to the Official Contractor via e-mail or by fax before 3<sup>rd</sup> Nov, 2023. Applicants may acquire their badges starting from 13<sup>th</sup> Nov, 2023.

Email: contractor@aplpi.com, Contact Phone No.: (853) 62926286.



## 8) 電力供應 Power Supply

### 8.1 電力供應原則

大會提供展覽館內基本照明服務。

所有電力裝置須由合資格電器技師安裝。電力裝置圖需於2023年11月3日前電郵: [contractor@aplpi.com](mailto:contractor@aplpi.com)。現場搭建完畢後, 大會主場管理服務公司將進行測試, 合格方可供電。

### 8.2 電力接駁

為保障安全及電力供應之穩定性, 所有電力接線須由大會主場管理服務公司施行。

### 8.3 電力供應規格

標準電力供應為: 單相220伏特(V)50赫(Hz); 三相380伏特 (V)50赫(Hz)。電力供應將於當日展覽結束後的30分鐘關閉。

### 8.4 額外租用 (標準展位)

標準展位參展商如需額外申請電(超過大會提供500瓦插座用電), 需填妥附件的表格2:《標準展位電力租用》申請表, 連同所需附件資料交往: 電郵:[contractor@aplpi.com](mailto:contractor@aplpi.com), 付款賬號信息請參見第1頁。諮詢電話: (853) 62926286。

### 8.5 額外租用 (特裝展位)

特裝展位參展商或承建商申請電力則需填妥附件的表格3:《特裝展位電力租用》申請表, 連同所需附件資料交往:

電郵:[contractor@aplpi.com](mailto:contractor@aplpi.com), 付款賬號信息請參見第1頁。諮詢電話:(853) 62926286。

### 8.6 臨時電力申請

在現場申請臨時電力供應, 請聯絡大會主場管理服務(辦公室設於D館入口)

### 8.1 Principles of Power Supply

The On-site Management Service will provide basic lighting at the exhibition venue.

All electrical installations must be installed by a qualified electrical technician. Electrical installation drawing must be submitted to Email: [contractor@aplpi.com](mailto:contractor@aplpi.com) before 3<sup>rd</sup> Nov, 2023. The power can only be supplied after the on-site installation is completed and tested to be qualified by the On-site Management Service.

### 8.2 Power Connection

In order to ensure safety and stability of power supply, all power wiring must be installed by the On-site Management Service.

### 8.3 Overall Power Supply

The standard power supply is: Single phase 220V 50Hz; triple phase 380V 50Hz. Power supply will be shut down 30 minutes after the closing of the exhibition on each exhibition day.

### 8.4 Extra Electricity Rental (Standard Booth)

For standard booth exhibitors requiring extra electricity (more than the 500W socket power provided by the On-site Management Service), Form 2: "Application Form for Standard Booth Electricity Rental" shall be submitted. Please complete this form and send it together with all the necessary attachments to: [contractor@aplpi.com](mailto:contractor@aplpi.com) Email: [contractor@aplpi.com](mailto:contractor@aplpi.com). Please refer to page 1 for the account information. Enquiry tel no.: (853) 62926286.

### 8.5 Extra Electricity Rental (Custom-built Booth)

For standard booth exhibitors or contractors requiring extra electricity, Form 3: "Application Form for Raw Space Booth Electricity Rental" shall be submitted. Please complete this form and send it together with all necessary attachments to: Email: [contractor@aplpi.com](mailto:contractor@aplpi.com). Please refer to page 1 for the account information. Enquiry tel no.: (853) 62926286.

### 8.6 Temporary Overall Power Supply

For application of temporary on-site power supply, please contact the On-site Management Service. (Office is located near the entrance of Hall D.)

## 9) 供排水服務及通訊科技服務

### 9.1 供排水服務

參展商或承建商若需於展位設供排水設備，請聯繫大會主場管理服務公司，需填妥附件的表格4:《供排水設備租用》申請表，並在展位圖上標註安裝地點。連同所需附件資料交往: contractor@aplpa.com。付款賬號信息請參見第1頁。諮詢電話: (853) 62926286。

### 9.2 通訊科技服務

參展商若需設置或安裝寬頻等科技服務，需聯繫大會主場管理服務公司，需填妥附件的表格5:《通訊科技服務租用》申請表。客戶有責任在電腦通訊設備系統或個人電腦安裝防火牆、防毒電腦軟件，以防電腦病毒侵入；寬頻上網(下載/上傳)網速會因應用戶數量而有所影響。

如需設置信用卡簽帳系統，須要求信用卡終端機供應商設定在終端機撥打接線之前須撥打“9”字。根據澳門金融管理局之規定，信用卡終端機供應商必須是澳門註冊的認可金融機構。

### 9.1 Water Supply and Drainage Equipment Service

Exhibitors or contractors requiring water supply and drainage equipment in their booths shall contact the On-site Management Service, by submitting Form 4: “Application Form for Water Supply and Drainage Equipment Rental”, and marking this form and send it together with all the necessary attachments to: Email: contractor@aplpa.com. Please refer to page 1 for the account information. Enquiry tel No.: (853) 62926286.

### 9.2 ICT Service

Exhibitors requiring ICT service such as internet connection, shall contact the On-site Management Service, with Form 5: “Application Form for ICT Service Rental”. Clients shall bear the responsibility for installing firewalls and antivirus computer software in ICT systems or personal computers to prevent virus invasion. The speed of broadband Internet access (download/upload) will be affected by the number of users.

If there is a need for a credit card billing system, exhibitors must ask the POS terminal suppliers to set to dial “9” before the terminal is connected. As per the regulations of Macao Monetary Authority, POS terminal suppliers must be authorized financial institutions

## 10) 訪澳須知 Travel Information

### 10.1 地理位置

澳門位於中國東南沿岸的珠江三角洲與東北偏東的香港相距約 64 公里。由澳門半島、氹仔及路環兩個離島組成。總面積共33.3平方公里。經澳門半島關閘可到達珠海市；經位於路氹城的蓮花大橋可到達珠海的橫琴島；經港珠澳大橋可到達香港。

### 10.2 人口及語言

澳門人口約有678,800人(截至2023年第二季)。官方語言有中文及葡文。居民日常溝通普遍使用廣東話、普通話、英語。

### 10.3 簽證

以下國家地區可享免簽證待遇或落地簽證，詳情請到以下網站瀏覽: <http://www.dsi.gov.mo/> 或 <http://www.fsm.gov.mo/> 大會可向中國內地參展商發出邀請函，以便辦理來澳簽證。

### 10.1 Geographic Location

Macao is located at the western bank of the Pearl River Delta in southeastern China and 64 km southwest of Hong Kong. Covering an area of 33.3 sq.km, Macao consists of the Macao Peninsula and the islands of Taipa and Coloane. Macao is connected through the Border Gate (Portas do Cerco) to Zhuhai; to Hengqin Island through the Lotus Bridge in Cotai; and to Hong Kong through the Hong Kong-Zhuhai-Macao Bridge.

### 10.2 Population and Languages

Macao is home to a population of about 672,800 in the fourth quarter of 2022, with Chinese and Portuguese being the official languages. Cantonese, Mandarin, and English are commonly used for daily communication among residents.

### 10.3 Visa

For the list of countries whose citizens can enter Macao without a visa or with a visa-on-arrival, please visit: <http://www.dsi.gov.mo/> or <http://www.fsm.gov.mo/>. The Expo may send out invitations to exhibitors from Mainland China to facilitate their application for visas to Macao.



# 1:《施工證、指導證》申請表 Application Form for Contractor and Instructor Badge

|                       |  |  |
|-----------------------|--|--|
| <b>表格1<br/>Form 1</b> | <b>施工證、指導證<br/>Contractor and Instructor Badge</b> | <b>提交截止日期: 2023年10月25日<br/>Deadline: 25<sup>th</sup> Oct, 2023</b> |
|-----------------------|--|--|

## 承建商資料 Contractor Information

公司名稱 Company Name: \_\_\_\_\_ 展位編號 Booth No.: \_\_\_\_\_

聯絡人 Contact: \_\_\_\_\_ 手機 Mobile Phone: \_\_\_\_\_ 傳真 Fax: \_\_\_\_\_ 電郵 E-mail: \_\_\_\_\_

施工證 Contractor: \_\_\_\_\_ 個 PC(S)      指導證 Instructor: \_\_\_\_\_ 個 PC(S)

■ 請將載有承建商名稱、施工工人資料姓名、照片等信息在截止日期前遞交至電郵:contractor@aplpi.com, 本項服務收費如下: The contractor and Instructor badges contain the name of the contractor, the worker's name and identification photos. Please submit them to email: contractor@aplpi.com before deadline. Application fee applies as follows:

- A. 2023年10月23日前, 12澳門元/張      B. 2023年10月25日至11月3日, 30澳門元/張      C. 現場辦證, 50澳門元/張  
MOP12/each, before 23<sup>rd</sup> OCT, 2023      MOP30/each, between 25<sup>th</sup> Oct to 3<sup>rd</sup> Nov, 2023      MOP50/each on-site

帳號信息請參見第1頁 Please refer to page 1 for the account information

## ■ 人員名單 Name List

| 項目 No. | 姓名 Name | 性別 Gender | 身份證明文證件編號 Identification No. | 身份證明文件類別 Identification Type |
|--------|---------|-----------|------------------------------|------------------------------|
| 1      |         |           |                              |                              |
| 2      |         |           |                              |                              |
| 3      |         |           |                              |                              |
| 4      |         |           |                              |                              |
| 5      |         |           |                              |                              |

## 備註 Remarks:

1. 為確保工作人員順利進場, 敬請於截止日期前申請。參展商須繳付展位電費、清理廢物按金後, 方可領取指導證及施工證。大會不受理個人獨立申請; 提交資料與證件信息不符的不予受理。

Exhibitors can only receive the Constructor and Instructor badges after paying booth electricity fees and deposits for waste cleaning. The Expo will not process individual applications, and those who have submitted information that is not consistent with the identification documents. To ensure smooth entry of the contractors, please submit your application before the deadline.

2. 若展位結構的高度等於或超過4米, 必須提交測量師報告(建築工程師證明), 核實結構的安全性。

If the height of the structure equals or exceeds 4m, a report from qualified surveyor or a certificate from qualified construction engineer is required to prove the safety of it.

簽署及公司蓋章 Signature & Stamp: \_\_\_\_\_ 申請日期 Date: \_\_\_\_\_

# 1a:《光地承建商資料》 Contractor Declaration (Raw Space Booth)

|                         |   |  |
|-------------------------|---|--|
| <b>表格1a<br/>Form 1a</b> | <b>光地承建商資料<br/>Contractor Declaration (Raw Space Booth)</b> | <b>提交截止日期: 2023年10月25日<br/>Deadline: 25<sup>th</sup> Oct, 2023</b> |
|-------------------------|---|--|

## 參展商資料 Exhibitor Information

|                                       |   |
|---------------------------------------|---|
| 公司名稱 Company Name:                    |   |
| 聯絡人 Contact:                          | 職位 Job Title:                           |
| 展位編號 Booth No.:                       | 手提電話 Mobile Phone:                      |
| 展位面積 Booth Area(平方米 m <sup>2</sup> ): | 尺寸 Size: 米長 m (L) x 米寬 m (W) x 米高 m (H) |

## 承建商資料 Contractor Information

|                                       |                    |
|---------------------------------------|--------------------|
| 公司名稱 Company Name:                    |                    |
| 聯絡人 Contact:                          | 職位 Job Title:      |
| 展位編號 Booth No.:                       | 電郵 E-mail:         |
| 展位面積 Booth Area(平方米 m <sup>2</sup> ): | 手提電話 Mobile Phone: |

### 備註 Remarks:

- 請將此表格填妥後, 連同所需附件資料交往:  
電郵: contractor@aplpi.com。賬號信息請參見第5頁。查詢電話: (853) 62926286。

Please complete this form and sent it together with all necessary attachments to: Email :contractor@aplpi.com. Please refer to page 1a for the account information. Contact Phone No.: (853) 62926286.

- 所有租用光地展位的參展商或其承建商, 須繳交澳門元200.00/平方米(最低保證金為澳門元5,000.00)作為保證工程施工及清理廢物按金, 以保證展覽會完畢後, 所有大型展位設施之完好及廢物清理妥當。光地參展商或其承建商必須在其攤位拆卸後, 撤離展館前填寫表格11《光地展位承建商撤展驗收單》, 並得到驗收簽署後, 完成整個撤展程序。倘因搭建或撤離工作導致展場內任何設施受損, 或有任何廢物棄置/任何物料黏附在場館內/將廢物丟棄在場館外, 當大會代為處理後將向有關參展商或其承建商徵收清理費或直接在其所交付之工程施工及清理廢物按金中扣除。倘有關按金不足以抵扣該等費用, 參展商或其承建商須負責支付餘款。其他屬違規情況之行為及對應的扣款。如有關參展商或其承建商於展覽會結束後把展位物料及廢物清理妥當及施工場地無任何損壞, 按金則於45個工作天內發還。

A deposit of MOP200.00 /sqm(minimum of MOP5,000.00) is required. After the dismantling is finished, raw space exhibitor or its contractor must get the "Raw space booth Contractor move-out acceptance Certificate" from the Official Contractor in order to complete the whole dismantling procedure. If any facility is damaged during move-in or move-out, the exhibitor will be liable for all costs incurred. Furthermore, any remaining rubbish (both inside and outside the venue) requiring clean ups by the Organizer will be at the expense of the exhibit or and/or its contractor. The cost may be deducted proportionally from the "Site work and waste disposal deposit". If the deposit is not enough to cover the entire cost, the exhibitor or its contractor are responsible for paying for the remaining amount. The deposit will be fully refunded to exhibitor within 45 days, if waste disposal was handled properly and nothing was damaged.

本公司 \_\_\_\_\_ 特此授權上述承建商直接聯絡大會商議有關展位搭建事宜及遵守大會所訂定的規則。  
Our company \_\_\_\_\_ hereby authorizes the above-mentioned contractor to contact the Organizer directly for matters regarding booth construction. This contractor shall comply with all rules and regulations set by the Organizer.

簽署及公司蓋章 Signature & Stamp: \_\_\_\_\_ 申請日期 Date: \_\_\_\_\_

## 2:《標準展位電力租用》申請表 Application Form for Standard Booth Electricity Rental

|                       |   |  |
|-----------------------|---|--|
| <b>表格2<br/>Form 2</b> | <b>標準展位電力租用<br/>Standard Booth Electricity Rental</b> | <b>提交截止日期: 2023年10月25日<br/>Deadline: 25<sup>th</sup> Oct, 2023</b> |
|-----------------------|---|--|

| 項目<br>No.  | 內容 Items   | 澳門元 MOP                        | 數量<br>Quantity | 金額<br>Amount |
|--|--|--------------------------------|----------------|--------------|
| 1  | LED射燈-23瓦(白光) LED Spotlight 23W (Cool White)                 | 180                            |                |              |
| 2  | LED長臂射燈-23瓦(白光) LED Long-arm Spotlight 23W (Cool White)      | 200                            |                |              |
| 3  | 節能光管-28瓦(白光) Energy Saving Fluorescent Tube 28W (Cool White) | 185                            |                |              |
| 4  | 70瓦金鹵燈(白光) 70W HQI (Cool White)                              | 370                            |                |              |
| 5  | 150瓦金鹵燈(白光) 150W HQI (Cool White)                            | 500                            |                |              |
| 6  | 300瓦泛光燈(黃光) 300W Floodlight (Warm White)                     | 570                            |                |              |
| 7  | 500瓦以上至1000瓦電源插座 500W (or above) -1000W Power Socket         | 1,200                          |                |              |
| 8  | 1000瓦以上至2000瓦電源插座 1000W (or above) -2000W Power Socket       | 2,200                          |                |              |
| 9  | 2000瓦以上至3000瓦電源插座 2000W (or above) -3000W Power Socket       | 3,200                          |                |              |
| 10   | 1000瓦電源插座(24小時用電) Socket 1000W(220V) for 24hours             | 2,150                          |                |              |
| 11   | 2000瓦電源插座(24小時用電) Socket 1000W(220V) for 24hours             | 3,950                          |                |              |
| 小計(澳門元) Sub-total (MOP):   |  |                                |                |              |
| 於2023年10月25日 後之申請需額外繳付百分之三十附加費。<br>If the application is lodged after 25 <sup>th</sup> Oct, 2023, a 30% additional fee will be charged.                |  | 30%附加費:<br>30% additional fee: |                |              |
| 於2023年11月3日 後及現場訂單之申請需額外繳付百分之五十附加費。<br>If the application is lodged after 3 <sup>rd</sup> Nov, 2023 and on site, a 50% additional fee will be charged. |  | 50%附加費:<br>50% additional fee: |                |              |
| 總金額(澳門元) Total Amount (MOP):   |  |                                |                |              |

**備註 Remarks:**

請在展位設計圖中(參考第 7 頁標準展位) 標註所租用物品擺放位置。請將此表格填妥後, 連同所需附件資料交往: 電郵: contractor@aplpi.com。賬號信息請參見第1頁。查詢電話: (853) 62926286。

Please mark the rented items on the drawing (refer to the standard booth on page 7), Please complete this form and send it together with all necessary attachments to: Email :contractor@aplpi.com. Please refer to page 1 for the account information. Contact Phone No.: (853) 62926286.

**展商信息填寫回執 Exhibitor Information Receipt**

公司名稱 Company Name: \_\_\_\_\_ 展位編號 Booth No.: \_\_\_\_\_

聯絡人 Contact: \_\_\_\_\_ 手機 Mobile Phone: \_\_\_\_\_ 傳真 Fax: \_\_\_\_\_

電郵 E-mail: \_\_\_\_\_

簽署及公司蓋章 Signature & Stamp: \_\_\_\_\_ 申請日期 Date: \_\_\_\_\_

### 3:《特裝展位電力租用》申請表 Application Form for Raw Space Booth Electricity Rental



|                       |  |  |
|-----------------------|--|--|
| <b>表格3<br/>Form 3</b> | <b>特裝展位電力租用<br/>Raw Space Booth Electricity Rental</b> | <b>提交截止日期: 2023年10月25日<br/>Deadline: 25<sup>th</sup> Oct, 2023</b> |
|-----------------------|--|--|

| 項目<br>No.  | 內容 Items  | 澳門元 MOP                        | 數量<br>Quantity | 金額<br>Amount |
|--|---|--------------------------------|----------------|--------------|
| 佈展及撤展期間臨時電源供應 Temporary Power Supply during Installation and Dismantling   |   |                                |                |              |
| 1  | 只供一件電器用500瓦電源插座 (13安培220伏單相拖線插座, 不可用於照明裝置) 500W sockets for only one electric appliance (Single-phase 13A/220V wiring boards, not for lighting devices) | 100                            |                |              |
| 2  | 16安培220伏單相供電插座 Single-phase 16A/220V sockets  | 1,440                          |                |              |
| 3  | 32安培380伏3相供電插座 Triple-phase 32A/380V sockets  | 3,660                          |                |              |
| 4  | 63安培380伏3相供電插座 Triple-phase 63A/380V sockets  | 7,560                          |                |              |
| 展會期間電源供應 Power Supply during the Expo  |   |                                |                |              |
| 1  | 2000瓦插座 (照明用電) Socket 2000W for lighting only   | 3,150                          |                |              |
| 2  | 32安培220伏單相供電插座 Single-phase 32A/220V sockets  | 6,750                          |                |              |
| 3  | 32安培380伏3相供電插座 Triple-phase 32A/380V sockets  | 13,500                         |                |              |
| 4  | 63安培380伏3相供電插座 Triple-phase 63A/380V sockets  | 27,000                         |                |              |
| 5  | 1000瓦電源插座 (24小時用電) Socket 1000W(220V) for 24 hours  | 2,100                          |                |              |
| 6  | 2000瓦電源插座 (24小時用電) Socket 2000W(220V) for 24 hours  | 3,900                          |                |              |
| 7  | 3000瓦電源插座 (24小時用電) Socket 3000W(220V) for 24 hours  | 5,700                          |                |              |
| 小計 (澳門元) Sub-total (MOP):  |   |                                |                |              |
| 於2023年10月25日 後之申請需額外繳付百分之三十附加費。<br>If the application is lodged after 25 <sup>th</sup> Oct, 2023, a 30% additional fee will be charged.                |   | 30%附加費:<br>30% additional fee: |                |              |
| 於2023年11月3日 後及現場訂單之申請需額外繳付百分之五十附加費。<br>If the application is lodged after 3 <sup>rd</sup> Nov, 2023 and on site, a 50% additional fee will be charged. |   | 50%附加費:<br>50% additional fee: |                |              |
| 總金額 (澳門元) Total Amount (MOP):  |   |                                |                |              |

**備註 Remarks:**

請在設計圖中標註所租用物品位置。將此表格填妥後, 連同此表格需連同所聘用之電工牌照副本交往: 電郵: contractor@aplpi.com。賬號信息請參見第1頁。諮詢電話: (853) 62926286。

Please complete this form and sent it together with all necessary attachments to: Email :contractor@aplpi.com. Contact Phone No.: (853) 62926286.

|   |                                      |
|---|--------------------------------------|
| <b>展商信息填寫回執 Exhibitor Information Receipt</b>     |                                      |
| 公司名稱 Company Name: _____                          | 展位編號 Booth No.: _____                |
| 聯絡人 Contact: _____                                | 手機 Mobile Phone: _____ 傳真 Fax: _____ |
| 電郵 E-mail: _____                                  |                                      |
| 簽署及公司蓋章 Signature & Stamp: _____ 申請日期 Date: _____ |                                      |

## 4:《供排水設備租用》申請表 Application Form for Water Supply and Drainage Equipment Rental

|                       |   |  |
|-----------------------|---|--|
| <b>表格4<br/>Form 4</b> | <b>供排水設備租用<br/>Water Supply and Drainage Equipment Rental</b> | <b>提交截止日期: 2023年10月25日<br/>Deadline: 25<sup>th</sup> Oct, 2023</b> |
|-----------------------|---|--|

| 項目<br>No.  | 內容 Items  | 澳門元 MOP                        | 數量<br>Quantity | 金額<br>Amount |
|--|---|--------------------------------|----------------|--------------|
| 佈展及撤展期間臨時電源供應 Temporary Power Supply during Installation and Dismantling   |   |                                |                |              |
| 1  | 直徑19毫米供水管(供水壓力為1.2—2 Bar, 連5米供水喉, 不含排水管及排水泵)<br>19mm-diameter water supply pipe (Water supply pressure: 1.2-2 Bar, with a 5m water supply hose, without pipe and pump for draining) | 3,255                          |                |              |
| 2  | 排水管設施連污水排水泵<br>Drainage pipe facility connected with sewage drainage pump   | 3,255                          |                |              |
| 3  | 水槽連供水管, 排水管及排水泵<br>Sink connected with water supply pipe, drainage pipe and drainage pump   | 5,425                          |                |              |
| 小計(澳門元) Sub-total (MOP):   |   |                                |                |              |
| 於2023年10月25日 後之申請需額外繳付百分之三十附加費。<br>If the application is lodged after 25 <sup>th</sup> Oct, 2023, a 30% additional fee will be charged.                |   | 30%附加費:<br>30% additional fee: |                |              |
| 於2023年11月3日 後及現場訂單之申請需額外繳付百分之五十附加費。<br>If the application is lodged after 3 <sup>rd</sup> Nov, 2023 and on site, a 50% additional fee will be charged. |   | 50%附加費:<br>50% additional fee: |                |              |
| 總金額(澳門元) Total Amount (MOP):   |   |                                |                |              |

**備註 Remarks:**

請在設計圖中標註所租用物品位置。將此表格填妥後, 連同此表格需連同所聘用之電工牌照副本交往: 電郵: contractor@aplpi.com。賬號信息請參見第5頁。諮詢電話: (853) 62926286。

Please complete this form and sent it together with all necessary attachments to: Email :contractor@aplpi.com. Contact Phone No.: (853) 62926286.

**展商信息填寫回執 Exhibitor Information Receipt**

公司名稱 Company Name: \_\_\_\_\_ 展位編號 Booth No.: \_\_\_\_\_

聯絡人 Contact: \_\_\_\_\_ 手機 Mobile Phone: \_\_\_\_\_ 傳真 Fax: \_\_\_\_\_

電郵 E-mail: \_\_\_\_\_

簽署及公司蓋章 Signature & Stamp: \_\_\_\_\_ 申請日期 Date: \_\_\_\_\_

## 5:《通訊科技服務租用》申請表 Application Form for ICT Service Rental

|                       |  |  |
|-----------------------|--|--|
| <b>表格5<br/>Form 5</b> | <b>通訊科技服務租用<br/>ICT Service Rental</b> | <b>提交截止日期: 2023年10月25日<br/>Deadline: 25<sup>th</sup> Oct, 2023</b> |
|-----------------------|--|--|

| 項目<br>No.  | 內容 Items   | 澳門元 MOP                        | 數量<br>Quantity | 金額<br>Amount |
|--|--|--------------------------------|----------------|--------------|
| 數據網絡配置服務 Data Network Configuration Service  |  |                                |                |              |
| 2  | 寬頻互聯網連接(帶寬共用) Broadband internet connection (bandwidth sharing)<br>- 只供電腦, 列印機或者手提電腦單機使用; 不可連接其他網絡設備。<br>- Only for computers, printers or laptops; cannot connect to other network devices.<br><br>(RJ-45插頭; 接口速度及雙工自動感應; 用戶設備必須開啓 TCP/IP 和 DHCP 功能和 關閉所有代理設置) (RJ-45 connector; interface speed and duplex auto-sensing; user equipment must enable TCP/IP and DHCP functions, and disable all proxy settings) | 2,515                          |                |              |
| 3  | 乙太網絡交換機- (8接頭交換機) Ethernet switch-(8-connector switch)<br>供組群用戶使用; 不包括網綫 -For group users; excluding network cables  | 1,415                          |                |              |
| 4  | 乙太網絡交換機- (24接頭交換機) Ethernet switch-(24-connector switch)<br>供組群用戶使用; 不包括網綫 -For group users; excluding network cables  | 4,245                          |                |              |
| 小計 (澳門元) Sub-total (MOP):  |  |                                |                |              |
| 於2023年10月25日 後之申請需額外繳付百分之三十附加費。<br>If the application is lodged after 25 <sup>th</sup> Oct, 2023, a 30% additional fee will be charged.                |  | 30%附加費:<br>30% additional fee: |                |              |
| 於2023年11月3日 後及現場訂單之申請需額外繳付百分之五十附加費。<br>If the application is lodged after 3 <sup>rd</sup> Nov, 2023 and on site, a 50% additional fee will be charged. |  | 50%附加費:<br>50% additional fee: |                |              |
| 總金額 (澳門元) Total Amount (MOP):  |  |                                |                |              |

**備註 Remarks:**

請在設計圖中標註所租用物品位置。將此表格填妥後, 連同此表格需連同所聘用之電工牌照副本交往: 電郵: contractor@aplpi.com。賬號信息請參見第1頁。查詢電話: (853) 62926286。  
Please complete this form and sent it together with all necessary attachments to: Email :contractor@aplpi.com. Contact Phone No.: (853) 62926286.

**展商信息填寫回執 Exhibitor Information Receipt**

公司名稱 Company Name: \_\_\_\_\_ 展位編號 Booth No.: \_\_\_\_\_

聯絡人 Contact: \_\_\_\_\_ 手機 Mobile Phone: \_\_\_\_\_ 傳真 Fax: \_\_\_\_\_

電郵 E-mail: \_\_\_\_\_

簽署及公司蓋章 Signature & Stamp: \_\_\_\_\_ 申請日期 Date: \_\_\_\_\_

## 6:《大會展俱租用》申請表 Application Form for Exhibition Furniture Rental

|                       |   |  |
|-----------------------|---|--|
| <b>表格6<br/>Form 6</b> | <b>大會展俱租用(1)<br/>Exhibition Furniture Rental(1)</b> | <b>提交截止日期: 2023年10月25日<br/>Deadline: 25<sup>th</sup> Oct, 2023</b> |
|-----------------------|---|--|

| 項目<br>No. | 內容 Items   | 澳門元 MOP | 數量<br>Quantity | 金額<br>Amount |
|-----------|--|---------|----------------|--------------|
| 1         | 皮椅 (黑) leather chair (Black)   | 250     |                |              |
| 2         | 摺椅 (白) folding chair (White)   | 80      |                |              |
| 3         | 吧椅 White Barstool  | 300     |                |              |
| 4         | 伊姆斯椅 (白) Eames Chair (White)   | 250     |                |              |
| 5         | 單人沙發 (1350mm 闊 x 800mm 深 x 800mm 高)<br>White Single Sofa (1350mm in width x 800mm in depth x 800mm in height)  | 550     |                |              |
| 6         | 簡易桌 (1000mm 闊 x 500mm 深 x 750mm 高)<br>Makeshift Table (1000mm in width x 500mm in depth x 750mm in height)   | 200     |                |              |
| 7         | 詢問檯A (1000mm 闊 x 500mm 深 x 750mm 高)<br>Information Desks A (1000mm in width x 500mm in depth x 750mm in height)  | 450     |                |              |
|           | 詢問檯B (1000mm 闊 x 500mm 深 x 1000mm 高)<br>Information Desks B (1000mm in width x 500mm in depth x 1000mm in height)  | 500     |                |              |
| 8         | 玻璃圓桌 (Φ600mm x 740mm 高)<br>Round Glass Table (600mm in diameter x 740mm in height)   | 1400    |                |              |
| 9         | 木質圓桌 (Φ600mm x 740mm 高)<br>Round Wooden table (600mm in diameter x 740mm in height)  | 250     |                |              |
| 10        | 高吧桌 (Φ600mm x 1100mm 高)<br>High Bar (600mm in diameter x 1100mm in height)   | 380     |                |              |
| 11        | 摺疊桌 (1200mm 闊 x 600mm 深 x 750mm 高)<br>Collapsible Table (1200mm in width x 600mm in depth x 750mm in height)   | 350     |                |              |
| 12        | 有鎖地櫃 (1000mm 闊 x 500mm 深 x 750mm 高)<br>Floor cabinets with locks (1000mm in width x 500mm in depth x 750mm in height)  | 500     |                |              |
| 13        | 正方檯 (500mm 闊 x 500mm 深 x 750mm 高)<br>Square platforms (500mm in width x 500mm in depth x 750mm in height)  | 250     |                |              |
| 14        | 玻璃飾櫃連有鎖地櫃 (1000mm 闊 x 500mm 深 x 1000mm 高)<br>Integrated glass showcase and floor cabinets with locks (1000mm in width x 500mm in depth x 1000mm in height)                                     | 1,800   |                |              |
| 15        | 高玻璃飾櫃<br>(內置2支50瓦石英燈, 不包括電插座) (1000mm 闊 x 500mm 深 x 2500mm)<br>Tall glass showcase (with 2 50W quartz lamps inserted without sockets)<br>(1000mm in width x 500mm in depth x 2500mm in height) | 2,900   |                |              |
| 16        | 等離子電視 (可移動) (42吋) Plasma TV-Portable (42-inch)   | 1,920   |                |              |
| 17        | 等離子電視 (可移動) (55吋) Plasma TV-Portable (55-inch)   | 3,000   |                |              |
|           | 等離子電視 (70吋) Plasma TV-Portable (70-inch)   | 4,500   |                |              |
| 18        | 平放式木板 (1000mm 長 x 300mm 深)<br>Flat wood planks (1000mm in length x 300mm in depth)   | 160     |                |              |
|           | 斜放式木板 (1000mm 長 x 300mm 深)<br>Reclining wood planks (1000mm in length x 300mm in depth)  | 160     |                |              |
| 19        | 雜誌架 (365mm 闊 x 250mm 深 x 1500mm 高)<br>Magazine shelves (365mm in width x 250mm in depth x 1500mm in height)  | 450     |                |              |
| 20        | 排隊柱連繩 (2個起租) Stanchions with Ropes (minimum order:2)   | 150     |                |              |

|                       |   |  |
|-----------------------|---|--|
| <b>表格6<br/>Form 6</b> | <b>大會展俱租用(1)<br/>Exhibition Furniture Rental(1)</b> | <b>提交截止日期: 2023年10月25日<br/>Deadline: 25<sup>th</sup> Oct, 2023</b> |
|-----------------------|---|--|

| 項目<br>No.  | 內容 Items   | 澳門元 MOP                        | 數量<br>Quantity | 金額<br>Amount |
|--|--|--------------------------------|----------------|--------------|
| 21   | 摺門 (950mm闊 x 2000mm高)                            | 800                            |                |              |
| 22   | Folding Door (950mm in width x 2000mm in height) | 380                            |                |              |
| 23   | 綠植 (葉門鐵-500mm高)                                  | 480                            |                |              |
| 24   | Foliage(500mm in width x 2000mm in height)       | 580                            |                |              |
| 25   | 綠植 (散尾葵-1000-1500mm高)                            | 250                            |                |              |
| 26   | Green Plant (1000-1500mm in height)              | 1,200                          |                |              |
| 27   | 桌花 (鮮花)  | 130                            |                |              |
| 28   | Table Flower                                     | 1,500                          |                |              |
|  |  | 小計 (澳門元) Sub-total (MOP)       |                |              |
| 於2023年10月25日 後之申請需額外繳付百分之三十附加費。<br>If the application is lodged after 25 <sup>th</sup> Oct, 2023, a 30% additional fee will be charged.                |  | 30%附加費:<br>30% additional fee: |                |              |
| 於2023年11月3日 後及現場訂單之申請需額外繳付百分之五十附加費。<br>If the application is lodged after 3 <sup>rd</sup> Nov, 2023 and on site, a 50% additional fee will be charged. |  | 50%附加費:<br>50% additional fee: |                |              |
|  |  | 總金額 (澳門元) Total Amount (MOP):  |                |              |

**備註 Remarks:**

- 以上項目均為租賃形式, 租用人須就該等物品的遺失或損壞負責, 並須向標準展位承建商支付相關費用。  
The above items are in the form of lease. The lesseeshall be responsible for the loss or damage of these items and pay the relevant fees to the standard booth contractor.
- 已申請並派送到位的傢俱, 如需更換則扣取租賃費用的 30%作為人工費、材料費及施工費。  
For the furniture that has been applied for and delivered in place, if it needs to be replaced, 30% of the rental cost will be deducted as labor cost, material fee and construction fee.
- 請在租賃設施位置圖(表格6b)中標註所租用物品位置。將已標註的光地展位設計圖連同此表格遞交至電郵:contractor@aplpi.com。  
Please mark the rented items on the Location Map of Leased Facilities (Form 6b), and submit the marked floor plan together with this form to: Email :contractor@aplpi.com. Contact Phone No.: (853) 62926286.

賬號信息請參見第1頁。諮詢電話: (853) 62926286。

**展商信息填寫回執 Exhibitor Information Receipt**

公司名稱 Company Name: \_\_\_\_\_ 展位編號 Booth No.: \_\_\_\_\_

聯絡人 Contact: \_\_\_\_\_ 手機 Mobile Phone: \_\_\_\_\_ 傳真 Fax: \_\_\_\_\_

電郵 E-mail: \_\_\_\_\_

簽署及公司蓋章 Signature & Stamp: \_\_\_\_\_ 申請日期 Date: \_\_\_\_\_



# 6a:《租用展俱參考圖》Reference Pictures of Rental Items

|                               |   |  |
|-------------------------------|---|--|
| <b>表格6a</b><br><b>Form 6a</b> | <b>租用展俱參考圖</b><br><b>Reference Pictures of Rental Items</b> | <b>提交截止日期: 2023年10月25日</b><br><b>Deadline: 25<sup>th</sup> Oct, 2023</b> |
|-------------------------------|---|--|



01 皮椅(黑)  
Leather Chair (Black)  
430W x 440D x 810Hmm



02 摺椅(白)  
Folding Chair (White)  
400W



03 吧椅  
White Barstool  
390W x 340D x 830-1030mmH



04 伊姆斯椅(白)  
Eames Chair (White)  
460W x 460D x 800Hmm



05 單人沙發(白)  
Single Sofa (White)  
1350W x 800D x 800Hmm



06 簡易桌  
Makeshift Table  
1000W x 500D x 750Hmm



07 詢問檯 A/B  
Information Desks A/B  
1000W x 500D x 750H/1000Hmm



08 玻璃圓桌  
Round Glass table  
ø600 x 740Hmm



09 木質圓桌  
Round Wooden table  
ø600 x 740Hmm



10 高吧桌  
High Bar  
ø600 x 1100Hmm



11 摺疊桌  
Collapsible table  
1200W x 600D x 750Hmm



12 有鎖地櫃  
Floor cabinets with locks  
1000W x 500D x 750Hmm



13 正方檯  
Square platforms  
500W x 500D x 750Hmm



14 玻璃飾櫃連有鎖地櫃  
Integrated glass showcase  
and floor cabinets with locks  
1000W x 500D x 1000Hmm



15 高玻璃飾櫃(含燈2只)  
Tall glass showcase  
1000W x 500D x 2500Hmm



16 等離子電視(可移動)  
Plasma TV-Portable 42吋  
(42 Inch)



17 飲水機(含飲用水2桶)  
Water cooler  
With 2 bottled water



18 平放式/斜放式木板  
Flat/Reclining wood planks  
1000W x 300Dmm



19 雜誌架  
Magazine shelves  
365W x 250D x 1500Hmm



20 排隊柱連繩(2個起租)  
Stanchions with Ropes  
minimum order:2P



21 摺門  
Folding Door  
950W x 2000Hmm



22 綠植(葉門鐵)  
Foliage  
Approx.500Hmm



23 綠植(散尾葵)  
Green Plant  
Approx.1000-1500Hmm



24 桌花(鮮花)  
Table Flower



Compartment board  
1000W x 2500Hmm

# 6b:《租賃設施位置圖》申請表 Application Form for Location Map of Leased Facilities

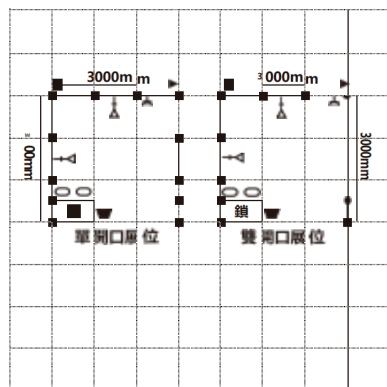
|                          |  |  |
|--------------------------|--|--|
| <b>表格 6b<br/>Form 6b</b> | <b>租賃設施位置圖<br/>Location Map of Leased Facilities</b> | <b>提交截止日期: 2023年10月25日<br/>Deadline: 25<sup>th</sup> Oct, 2023</b> |
|--------------------------|--|--|

標準展位的參展商如有展位設施位置更改或租賃額外設施, 請在下列圖示中標明位置:

The Exhibitor of standard booth who has the intention to change the position of available facilities or to rent additional facilities, please indicate clearly at below drawings

參考樣式

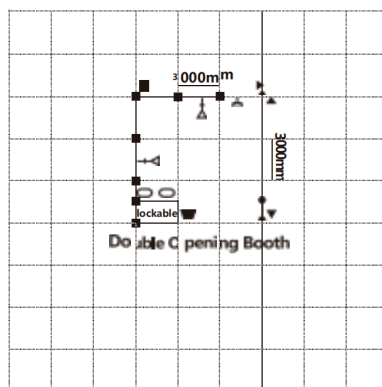
展位號: \_\_\_\_\_ 面積: \_\_\_\_\_ x \_\_\_\_\_



| 內容       | x | 數量    |
|----------|---|-------|
| 有鎖詢問台    | x | 1     |
| 摺椅       | x | 2     |
| 廢紙箱      | x | 1     |
| 射燈       | x | 2     |
| 插座(500W) | x | 1     |
| _____    | x | _____ |
| _____    | x | _____ |

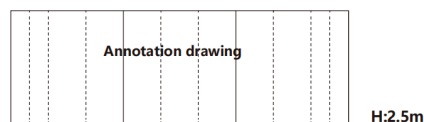
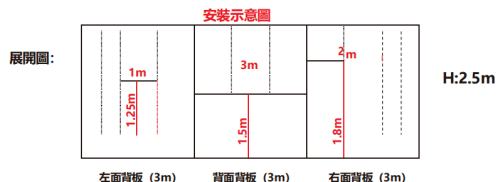
Vertical View

Booth No.: \_\_\_\_\_ Booth Size: \_\_\_\_\_ x \_\_\_\_\_



| Items                        | x | Quantity |
|------------------------------|---|----------|
| lockable information counter | x | 1        |
| _____                        | x | 2        |
| folding chair                | x | 1        |
| waste paper basket           | x | 2        |
| LED spotlights               | x | 1        |
| socket(500W)                 | x | _____    |
| _____                        | x | _____    |

層板位置圖:



左面背板 (3m)    背面背板 (3m)    右面背板 (3m)

- 高玻璃飾櫃
- 玻璃飾櫃連有鎖地櫃
- 射燈
- 有鎖詢問台
- 摺門
- 插座
- 1m 隔間板
- 1m 層板
- 光管

- 白摺椅
- 圓桌

Left (3m)    Back (3m)    Right (3m)

- Tall glass showcase
- Integrated glass showcase and floor cabinets with locks
- LED spotlights
- lockable Information Desks
- Folding Door
- socket(500W)
- 1m Compartment board
- 1m Flat wood planks/Reclining wood planks
- Energy saving lamp
- Folding chair
- Roundtable

備註 Remarks:

所有標準展位配套設施(包括傢俱及電器)均不可更換。All arranged facilities for standard booth (including furniture and electrical appliances) cannot be replaced.

參展商的額外設備申請必須在2023年5月31日前提交並繳費成功, 方為有效。The additional facility's application must be applied and paid successfully before 31st May, 2023

請在設計圖中標註位置。請將此表格填妥後, 連同所需附件資料交: 電郵: contractor@aplpi.com。賬號信息請參見第1頁。諮詢電話: (853) 62926286。

Please complete this form and sent it together with all necessary attachments to: Email :contractor@aplpi.com. Contact Phone No.: (853) 62926286.

## 展商信息填寫回執 Exhibitor Information Receipt

公司名稱 Company Name: \_\_\_\_\_ 展位編號 Booth No.: \_\_\_\_\_

聯絡人 Contact: \_\_\_\_\_ 手機 Mobile Phone: \_\_\_\_\_ 傳真 Fax: \_\_\_\_\_

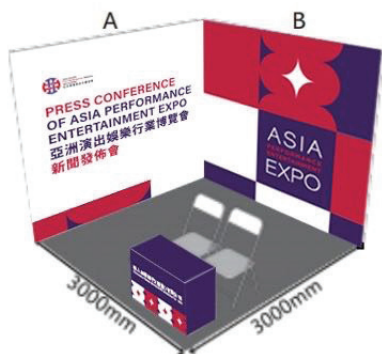
電郵 E-mail: \_\_\_\_\_

簽署及公司蓋章 Signature & Stamp: \_\_\_\_\_ 申請日期 Date: \_\_\_\_\_

# 6c: 《標準展位噴畫製作》定制單 Standard Booth Printing Order

|                          |   |  |
|--------------------------|---|--|
| <b>表格 6c<br/>Form 6c</b> | <b>標準展位噴畫製作<br/>Standard Booth Printing Order</b> | <b>提交截止日期: 2023年10月25日<br/>Deadline: 25<sup>th</sup> Oct, 2023</b> |
|--------------------------|---|--|

| 項目 No.   | 材質 Materials  | 單位 Unit        | 澳門元 MOP                        | 數量 Quantity | 金額 Amount |
|--|---|----------------|--------------------------------|-------------|-----------|
| 1  | 可移背膠 Self-adhesive (建議尺寸 Suggested Size: 0.9mW x 1.2/1.5mH) | m <sup>2</sup> | 2,500                          |             |           |
| 2  | KT板 Foam Board (建議尺寸 Suggested Size: 3mW x 2.5mH)           | m <sup>2</sup> | 3,000                          |             |           |
| 小計 (澳門元) Sub-total (MOP):  |   |                |                                |             |           |
| 於2023年10月25日 後之申請需額外繳付百分之三十附加費。<br>If the application is lodged after 25 <sup>th</sup> Oct, 2023, a 30% additional fee will be charged.                |   |                | 30%附加費:<br>30% additional fee: |             |           |
| 於2023年11月3日 後及現場訂單之申請需額外繳付百分之五十附加費。<br>If the application is lodged after 3 <sup>rd</sup> Nov, 2023 and on site, a 50% additional fee will be charged. |   |                | 50%附加費:<br>50% additional fee: |             |           |
| 總金額 (澳門元) Total Amount (MOP):  |   |                |                                |             |           |



### 【使用說明】

- 1.請嚴格按照規範要求進行視覺設計 (平面素材精度72dpi, 顏色模式CMYK) ;  
Please carry out visual design in strict accordance with the specification requirements (plane material accuracy 72dpi, color mode CMYK);
- 2.最終文件請自行將所有平面內容的描邊&字體轉曲;  
The graphic files should all be outlined before output;

3.最終文件以“文件夾”形式輸出, 命名規則如下:  
Please submit the output files by folder and name it as “Booth No\_ Expo Name”

參考圖尺寸: A: 0.9mW x 1.2mH B: 3mW x 2.5mH

Suggested Size: A: 0.9mW x 1.2mH B: 3mW x 2.5mH

### 備註 Remarks:

請將此表格填妥後, 連同所需附件資料交收: 請在設計圖中標註所租用物品位置。請將此表格填妥後, 連同所需附件資料交收: 電郵: contractor@aplpi.com。賬號信息請參見第1頁。諮詢電話: (853) 62926286

Please complete this form and sent it together with all necessary attachments to: Please complete this form and sent it together with all necessary attachments to: Email :contractor@aplpi.com. Contact Phone No.: (853) 62926286.

### 展商信息填寫回執 Exhibitor Information Receipt

公司名稱 Company Name: \_\_\_\_\_ 展位編號 Booth No.: \_\_\_\_\_

聯絡人 Contact: \_\_\_\_\_ 手機 Mobile Phone: \_\_\_\_\_ 傳真 Fax: \_\_\_\_\_

電郵 E-mail: \_\_\_\_\_

簽署及公司蓋章 Signature & Stamp: \_\_\_\_\_ 申請日期 Date: \_\_\_\_\_

## 7:《搬運物料設備租用》申請表 Application Form for Material Handling Equipment Rental

|                        |  |  |
|------------------------|--|--|
| <b>表格 7<br/>Form 7</b> | <b>搬運物料設備租用<br/>Material Handling Equipment Rental</b> | <b>提交截止日期: 2023年10月25日<br/>Deadline: 25<sup>th</sup> Oct, 2023</b> |
|------------------------|--|--|

| 項目<br>No.  | 內容 Items   | 由 From                     |                            | 至 To                       |                            | 數量<br>Quantity                 | 使用時間<br>Total<br>Hours | 澳門元<br>(每小時<br>計)MOP<br>(by<br>Hour) | 金額<br>Amount |
|--|--|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------------|------------------------|--------------------------------------|--------------|
|  |  | 日期Date<br>(日-月)<br>(dd-mm) | 時間Time<br>(時:分)<br>(hh:mm) | 日期Date<br>(日-月)<br>(dd-mm) | 時間Time<br>(時:分)<br>(hh:mm) |                                |                        |                                      |              |
| 搬運物料設備租用 Material Handling Equipment Rental  |  |                            |                            |                            |                            |                                |                        |                                      |              |
| 1  | 載重2.5公噸之石油氣叉車<br>LPG forklift truck with a capacity of 2.5 metric tons                                   |                            |                            |                            |                            |                                |                        | 628                                  |              |
| 2  | 載重5公噸之石油氣叉車<br>LPG forklift truck with a capacity of 5 metric tons                                       |                            |                            |                            |                            |                                |                        | 950                                  |              |
| 3  | 鉸剪升降台,可高達9.9米高<br>Hinged lifting platform, up to 9.9   |                            |                            |                            |                            |                                |                        | 755                                  |              |
| 4  | 曲臂升降台<br>Crank-type lifting platform   |                            |                            |                            |                            |                                |                        | 915                                  |              |
| 5  | 油壓車(唧車)可載重2公噸物料(唧長度為200公分)<br>Hydraulic pallet truck (200 cm in length) with a capacity of 2 metric tons |                            |                            |                            |                            |                                |                        | 80                                   |              |
| 6  | 油壓車(唧車)可載重2公噸物料(唧長度為115公分)<br>Hydraulic pallet truck (115 cm in length) with a capacity of 2 metric tons |                            |                            |                            |                            |                                |                        | 80                                   |              |
| 小計(澳門元) Sub-total (MOP):   |  |                            |                            |                            |                            |                                |                        |                                      |              |
| 於2023年10月25日 後之申請需額外繳付百分之三十附加費。<br>If the application is lodged after 25 <sup>th</sup> Oct, 2023, a 30% additional fee will be charged.                |  |                            |                            |                            |                            | 30%附加費:<br>30% additional fee: |                        |                                      |              |
| 於2023年11月3日 後及現場訂單之申請需額外繳付百分之五十附加費。<br>If the application is lodged after 3 <sup>rd</sup> Nov, 2023 and on site, a 50% additional fee will be charged. |  |                            |                            |                            |                            | 50%附加費:<br>50% additional fee: |                        |                                      |              |
| 總金額(澳門元) Total Amount (MOP):   |  |                            |                            |                            |                            |                                |                        |                                      |              |

**備註 Remarks:**

租用服務以四小時起計, 提交申請時需交5,000澳門元按金, 並於指定地點領取及歸還; 申請人需自行配備操作員及購買操作員安全保險; 請在設計圖中標註位置。請將此表格填妥後, 連同所需附件資料交回: 電郵: contractor@aplpa.com。賬號信息請參見第1頁。查詢電話: (853) 62926286。

The equipment is rented for four hours basis, with a deposit of MOP5,000, and should be collected and returned at the designated location. The exhibitor shall be responsible for arranging its operator with insurance covered. Please complete this form and sent it together with all necessary attachments to: Email :contractor@aplpa.com. Contact Phone No.: (853) 62926286.

**展商信息填寫回執 Exhibitor Information Receipt**

公司名稱 Company Name: \_\_\_\_\_ 展位編號 Booth No.: \_\_\_\_\_

聯絡人 Contact: \_\_\_\_\_ 手機 Mobile Phone: \_\_\_\_\_ 傳真 Fax: \_\_\_\_\_

電郵 E-mail: \_\_\_\_\_

簽署及公司蓋章 Signature & Stamp: \_\_\_\_\_ 申請日期 Date: \_\_\_\_\_

# 8:《吊重設備租用》申請表 Application Form for Hanging Equipment Rental



|                        |  |  |
|------------------------|--|--|
| <b>表格 8<br/>Form 8</b> | <b>吊重設備租用<br/>Hanging Equipment Rental</b> | <b>提交截止日期: 2023年10月25日<br/>Deadline: 25<sup>th</sup> Oct, 2023</b> |
|------------------------|--|--|

| 項目<br>No.  | 內容 Items  | 使用期<br>Usage Period        |                          | 數量<br>Quantity | 每點每日<br>Per Point<br>Per Day<br>(澳門元)(MOP) |
|--|---|----------------------------|--------------------------|----------------|--|
|  |   | 由 From<br>(日-月)<br>(dd-mm) | 至 To<br>(日-月)<br>(dd-mm) |                |  |
| 1  | 懸掛小於20公斤的橫額于展館天花現有吊點<br>(橫額最大為4米寬x 2米高, 只用2吊點)<br>Hanging banners of less than 20 kg in weight to ceiling existing rigging points (max. size of banner is 4mW x 2mH, using 2 rig points only) |                            |                          |                | 每點每活動<br>Per Point Per<br>Event 1,600      |
| 2  | 懸掛多於20公斤或尺寸大於4米寬x 2米高的橫額 於天花現有吊點<br>Hanging banners more than 20 kg in weight & size bigger than 4mW x 2mH to ceiling existing rigging points   |                            |                          |                | 另行報價<br>Request for<br>Quotation           |
| 3  | 在展館內提供可承托400公斤之吊點 - 吊點位置 位於展館現有橫梁上<br>Provide rig points in Exhibition Hall (Capacity 400kg) – On existing I-beam   |                            |                          |                | 每點每活動<br>Per Point Per<br>Event 2,200      |
| 4  | 在展館內提供可承托400公斤之吊點 - 吊點位置 不位於展館現有橫梁上<br>Provide rig points in Exhibition Hall (Capacity 400kg) – NOT on existing I-beam  |                            |                          |                | 每點每活動<br>Per Point Per<br>Event 3,000      |
| 5  | 租用半噸手動吊重器<br>CM Hurricane 1/2 Ton Manual Chain Hoist  |                            |                          |                | 800  |
| 6  | 租用一噸手動吊重器<br>CM Hurricane 1 Ton Manual Chain Hoist  |                            |                          |                | 900  |
| 7  | 租用半噸電動吊重器及線材<br>CM Load 1/2 Ton Electrical Chain Hoist (Check with Hotel) with cables   |                            |                          |                | 1,800                                      |
| 8  | 租用一噸電動吊重器及線材<br>CM Load 1 Ton Electrical Chain Hoist (Check with Hotel) with cables   |                            |                          |                | 2,000                                      |
| 小計 (澳門元) Sub-total (MOP):  |   |                            |                          |                |  |
| 於2023年10月25日 後之申請需額外繳付百分之三十附加費。<br>If the application is lodged after 25 <sup>th</sup> Oct, 2023, a 30% additional fee will be charged.                |   |                            | 30%附加費:                  |                |  |
|  |   |                            | 30% additional fee:      |                |  |
| 於2023年11月3日 後及現場訂單之申請需額外繳付百分之五十附加費。<br>If the application is lodged after 3 <sup>rd</sup> Nov, 2023 and on site, a 50% additional fee will be charged. |   |                            | 50%附加費:                  |                |  |
|  |   |                            | 50% additional fee:      |                |  |
| 總金額 (澳門元) Total Amount (MOP):  |   |                            |                          |                |  |

**備註 Remarks:**

請將此表格填妥後, 連同所需附件資料交收: 請在設計圖中標註所租用品位置。請將此表格填妥後, 連同所需附件資料交收: 電郵: contractor@aplpi.com。賬號信息請參見第1頁。諮詢電話: (853) 62926286

Please complete this form and sent it together with all necessary attachments to: Please complete this form and sent it together with all necessary attachments to: Email :contractor@aplpi.com. Contact Phone No.: (853) 62926286.

|   |                        |
|---|------------------------|
| <b>展商信息填寫回執 Exhibitor Information Receipt</b> |                        |
| 公司名稱 Company Name: _____                      | 展位編號 Booth No.: _____  |
| 聯絡人 Contact: _____                            | 手機 Mobile Phone: _____ |
|   | 傳真 Fax: _____          |
| 電郵 E-mail: _____                              |                        |
| 簽署及公司蓋章 Signature & Stamp: _____              |                        |
| 申請日期 Date: _____                              |                        |

# 9:《展品運輸》申請表 Application Form for Freight Forwarding



|                        |                                    |   |
|------------------------|------------------------------------|---|
| <b>表格 9<br/>Form 9</b> | <b>展品運輸<br/>Freight Forwarding</b> | 提交截止日期: 2023年10月25日<br>Deadline: 25 <sup>th</sup> Oct, 2023 |
|------------------------|------------------------------------|---|

|                   |                    |
|-------------------|--------------------|
| 參展商:<br>Exhibitor | 展位編號:<br>Booth No. |
|-------------------|--------------------|

地址:  
Address

|              |         |         |           |
|--------------|---------|---------|-----------|
| 聯絡人 Contact: | 電話 Tel: | 傳真 Fax: | 郵箱 Email: |
|--------------|---------|---------|-----------|

|  |  |
|--|--|
| 澳門、內地及香港(請在口中打√)<br>Macao, Mainland China, Hong Kong(Please 'tick' in the box) | 付運方式(請在口中打√):<br>Means of Transportation(Please 'tick' in the box) |
|--|--|

|   |  |
|---|--|
| <input type="checkbox"/> <b>澳門公司 Macao-Based Company</b><br>輝成物流有限公司<br>COMPANHIA DE LOGISTICO HUICHENG, LIMITADA<br>聯繫人 Contact: 李宝焘 Li Bao Tao<br>電話 Tel: (853) 65164414<br>電郵 E-mail: libaotao@huicservice.com | <input type="checkbox"/> 空運 By Air<br>展品自 _____ 至香港國際機場<br>Collect exhibits from _____ to Hong Kong International Airport<br><br><input type="checkbox"/> 海運 By Sea<br><br><input type="checkbox"/> 陸運 By Land |
| <input type="checkbox"/> <b>珠海公司 Guangzhou-Based Company</b><br>珠海輝成物流有限公司<br>COMPANHIA DE LOGISTICO HUICHENG, LIMITADA<br>聯繫人 Contact: 李宝焘<br>電話 Tel: (86) 13005521303<br>電郵 E-mail: libaotao@huicservice.com    | 展品自 _____ 澳門國際機場<br>Collect exhibits from _____ to Macao International Airport   |
| <input type="checkbox"/> <b>香港公司 HongKong-Based Company</b><br>輝成物流有限公司<br>COMPANHIA DE LOGISTICO HUICHENG, LIMITADA<br>聯繫人 Contact: Ruby<br>電話 Tel: (852) 9812 7212  |  |

| 箱號<br>Case No.   | 尺碼<br>Size: LxWxH<br>厘米cm | 體積<br>VOL | 毛重(公斤)<br>G.weight(kg) | 展品明<br>Product Specification | 數量<br>Qty | 單價<br>Unit Price<br>美金USD | 總價<br>Total Price<br>美金USD | 展品處理<br>Disposals |   |   |
|------------------|---------------------------|-----------|------------------------|------------------------------|-----------|---------------------------|----------------------------|-------------------|---|---|
|                  |                           |           |                        |                              |           |                           |                            | A                 | B | C |
|                  |                           |           |                        |                              |           |                           |                            |                   |   |   |
|                  |                           |           |                        |                              |           |                           |                            |                   |   |   |
|                  |                           |           |                        |                              |           |                           |                            |                   |   |   |
|                  |                           |           |                        |                              |           |                           |                            |                   |   |   |
|                  |                           |           |                        |                              |           |                           |                            |                   |   |   |
| 總體積 Total Volume |                           |           |                        |                              |           |                           |                            | A.回運 (Return)     |   |   |
|                  |                           |           |                        |                              |           |                           |                            | B.銷售 (Sell)       |   |   |
| 總重量 Total Weight |                           |           |                        |                              |           |                           |                            | C.消耗 (Consumed)   |   |   |

本人謹此證明以上提供之資料確實無誤  
I hereby certify the information provided above is true and correct.

簽署及公司蓋章 Signature & Stamp 填寫日期 Date

備註 Notes:  
此表格遞交至: 澳門路環金鳳街聯生工業村東方科技園第4座地下, , 電郵: libaotao@huicservice.com  
This form shall be submitted to: G/F, Block 4, Parque Ind. de Concordia Quarterirao C, Rua das Acacias Rubras, Coloane, Macau  
E-mail: libaotao@huicservice.com

# 10:《展品出館許可單》Exhibit Exit Permission Form



|                          |   |   |
|--------------------------|---|---|
| <b>表格 10<br/>Form 10</b> | <b>展品出館許可單<br/>Exhibit Exit Permission Form</b> | 提交截止日期: 2023年10月25日<br>Deadline: 25 <sup>th</sup> Oct, 2023 |
|--------------------------|---|---|

運出展品清單 List for exhibits move-out

| 序號<br>No. | 貨品明細<br>Product Specification | 數量<br>Qty |
|-----------|-------------------------------|-----------|
| 1         |                               |           |
| 2         |                               |           |
| 3         |                               |           |
| 4         |                               |           |
| 5         |                               |           |
| 6         |                               |           |
| 7         |                               |           |
| 8         |                               |           |
| 9         |                               |           |
| 10        |                               |           |
| 總計Total:  |                               |           |

備註 Remarks:

請填妥此表格並通知大會總承辦公室核實後蓋章, 保安人員放行需核對此單及物品。

Please fill in this form and inform the Official Contractor for verification and stamp. Security personnel need to check this list and items for release.

## 展商信息填寫 Exhibitor Information

公司名稱 Company Name: \_\_\_\_\_ 展位編號 Booth No.: \_\_\_\_\_

聯絡人 Contact: \_\_\_\_\_ 手機 Mobile Phone: \_\_\_\_\_ 傳真 Fax: \_\_\_\_\_

電郵 E-mail: \_\_\_\_\_

大會總承建蓋章 Official Contractor Stamp

|                                |  |   |
|--------------------------------|--|---|
| <b>表格 11</b><br><b>Form 11</b> | <b>光地展位承建商撤展驗收單</b><br><b>Raw Space Booth Contractor Move-out Acceptance Certificate</b> | 展品出館日期及時間:<br>Exhibit Exit Date and Time:<br>2023年11月20日17:00-22:00<br>20d NOV, 2023, 17:00-22:00 |
|--------------------------------|--|---|

公司名稱 Company Name: \_\_\_\_\_ 展位編號 Booth No.: \_\_\_\_\_

承建商名稱 Contractor Name: \_\_\_\_\_ 承建商負責人 Contact Person: \_\_\_\_\_

手機 Mobile Phone: \_\_\_\_\_ 拆展時間 Move-out time: \_\_\_\_\_

此部份由大會總承建填寫

拆展情況 Move-out Status:     合格 Qualified     不合格 Disqualified

備註 Notes:

\* 承建商必需於展覽會結束後把展位物料及廢物清理妥當及裝置無任何損壞, 並通知大會總承建辦公室檢查驗收並獲通過, 則按金將於展覽會結束後一個月內發還。

The contractor must clean up the booth materials and wastes after the exhibition, ensure the installation is free from any damage and notify the Official Contractor for inspection and acceptance, then the deposit will be refunded within one month after the exhibition.

\_\_\_\_\_  
 承建商負責人簽署

Contractor Signature

\_\_\_\_\_  
 大會總承建負責人簽署

Official Contractor Signature

\* 大會總承建留存 Archive by the Official Contractor





亞洲演出娛樂行業博覽會

舉辦日期:2023/11/17 - 2023/11/19

地點:澳門威尼斯人金光會展 展館D

參展單位:100 - 180 個

### 指導單位

澳門特別行政區政府社會文化司

### 政府支持單位

澳門特別行政區政府文化局

澳門貿易投資促進局

澳門特別行政區政府旅遊局

### 主辦單位

亞太現場演出行業協會



Asia-Pacific  
Live Performance Industry  
Association  
亞太現場演出行業協會

### 協辦單位

香港現場演出及製作行業協會

澳門會展產業聯合商會

### 支持單位

電視廣播有限公司

澳門通集團控股有限公司

澳門演藝人協會

作曲家、作家及出版社協會 (MACA)

### 贊助單位

金沙中國有限公司

### 獨家合作銀行

中國銀行

### 電訊伙伴

澳門電訊有限公司

### 高新技術合作伙伴

博維智慧科技有限公司

### 綠色會展合作伙伴

澳門低碳發展協會

### 媒體合作伙伴

力報

### 大灣區媒體合作夥伴

美亞戶外廣告管理顧問有限公司

廣州星演文化傳播有限公司

### 統籌策劃

Noiz 聲揚娛樂有限公司

顯意會議展覽顧問有限公司

### 大會總承建

壹眾傳播有限公司

### 大會指定搭建商

盈栢製作有限公司

### 大會指定公關宣傳

美亞市場傳達顧問有限公司