



Notice on the use of Meeting Venues

The following meeting rooms on a free of charge basis to exhibitors for the purpose of organizing meetings during will be available the Expo. Details are as follows:

Date and Time:	26 th April, 2024	11:00 - 19: 30 Main Stage 17: 30 - 19: 30 (not available)
	27 th April, 2024	10: 00 - 19: 00 Main Stage 16: 30 - 17: 30 (not available)
	28 th April, 2024	10: 00 - 18: 00 Main Stage 16: 30 - 17: 30 (not available)

Meeting room venue:

Venue	Scale	Setup
Naples A	Capacity 150 persons	classroom style, theatre style
Naples B	Capacity 75 persons	classroom style, theatre style
Main Stage	Capacity 322 persons	theatre style
Meeting Room 1 (Hall C)	Capacity 120 persons	theatre style (for Destination Travel Promotion Seminars only) (the duration of each session is 15 minute)
Meeting Room 2 (Hall A)	Capacity 100 persons	classroom style, theatre style

List of equipment provided free of charge:

No.	Item	Quantity
1	LED screen	1 (size: 10m x 3m)
2	Stage and stage staircase	1 set (size: 10m x 3m x 0.2m)
3	Speaker's podium	1 set
4	Basic audio equipment (included 4 wireless microphones)	1 set
5	Basic lighting equipment (included 1 set of follow spot light)	1 set
6	Table (tablecloths not included)	According to the estimated number of attendees
7	Chair	According to the estimated number of attendees



第十二屆澳門國際旅遊（產業）博覽會
12.^a Expo Internacional de Turismo (Indústria) de Macau
12th Macao International Travel (Industry) Expo

List of chargeable equipment / service:

No.	Item	Charge (MOP)
1	Single sofa and coffee table	\$390 / set
2	Armchair	\$300 / pc
3	Reception table (tablecloths included)	\$364 / pc
4	Paper & pen & clipboard	\$50 / set
5	Laptop computer	\$900 / pc
6	Timer	\$50 / pc
7	Broadband 100MB (cable not included)	\$7,500 / pc
8	Wireless router (cable not included)	\$1,600 / pc
9	Internet access and connection	\$350 / pc
10	43' Plasma TV (with stand)	\$1,920 / pc
11	Ethernet switch (Peta, 8 connector, for group users, not including network cables)	\$1,415 / pc
12	1 Simultaneous interpretation booth (interpreters not included)	\$10,000 / pc
13	Simultaneous interpreter (group of 2 pax)	Mandarin, English \$6,000 / hour (2 pax) Portuguese \$8,000 / hour (2 pax) Other languages to be quoted
14	Online meeting and live video recording service (including 2 video cameras, 2 cameramen and venue equipment)	\$15,000 / 2 hrs
15	Live webcast service / Broadcast service (including 2 video cameras, 2 cameramen and venue equipment)	\$15,000 / 2 hrs
16	Others	To be quoted

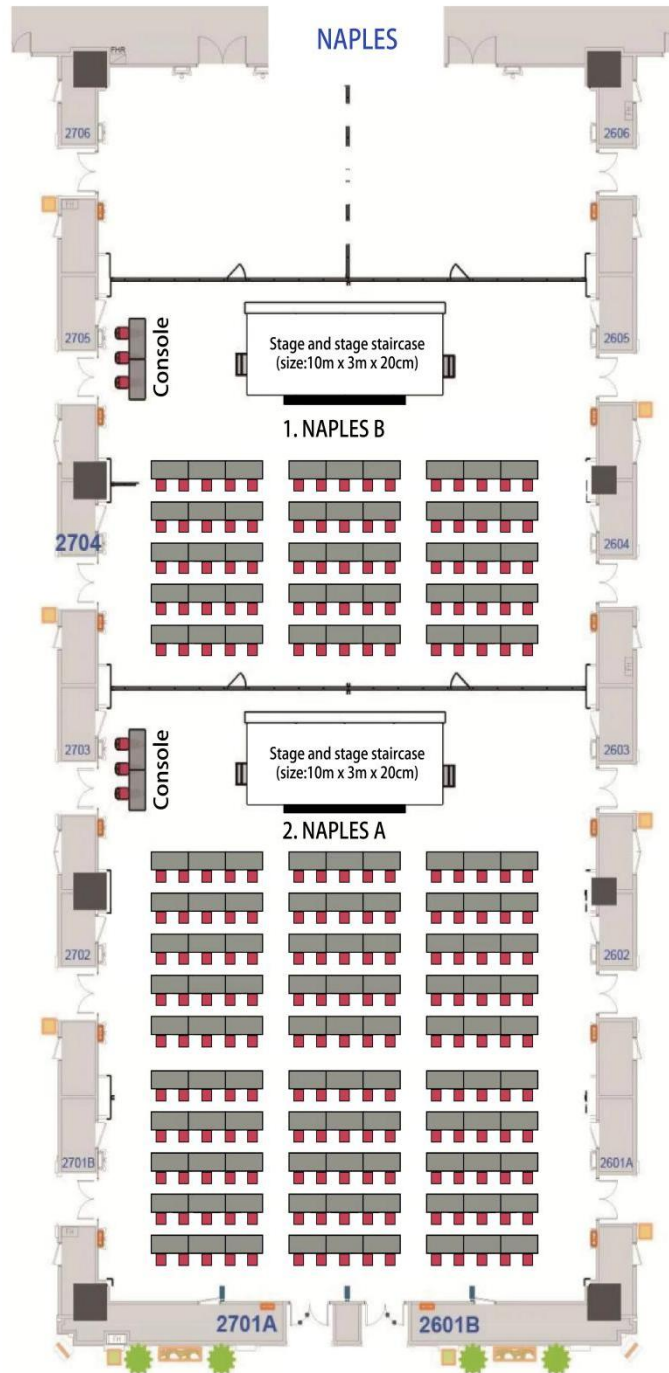
Remarks:

- 1) If you require other services, please contact the MITE coordinator in advance.
- 2) The deadline for venue applications is 8th March 2024. A surcharge of 30% will be applied to applications for additional or changes in chargeable equipment / service after 8th March 2024. A surcharge of 50% will be applied to applications for additional or changes in chargeable equipment / service after 8th April 2024.



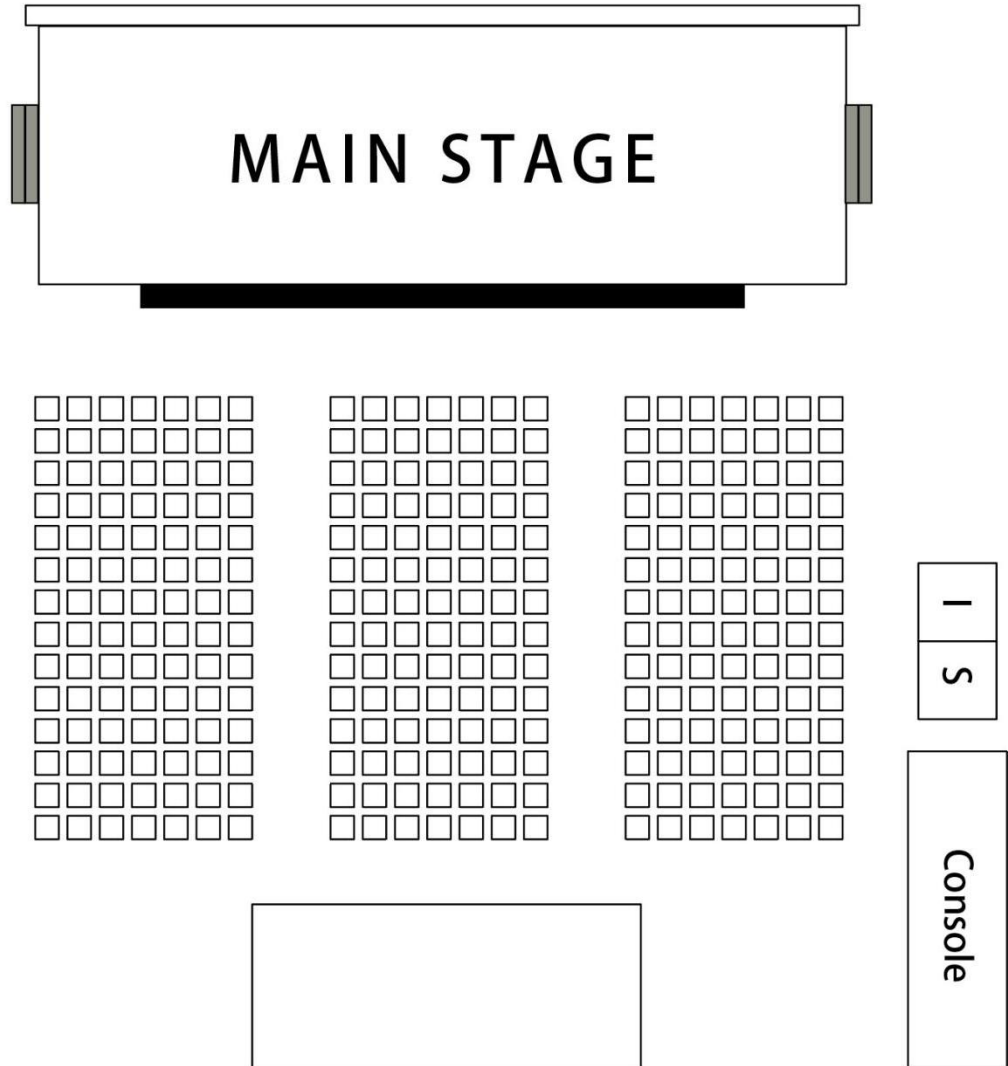
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1. NAPLES B (entrance at 2704)
2. NAPLES A (entrance at 2701A, 2601B)



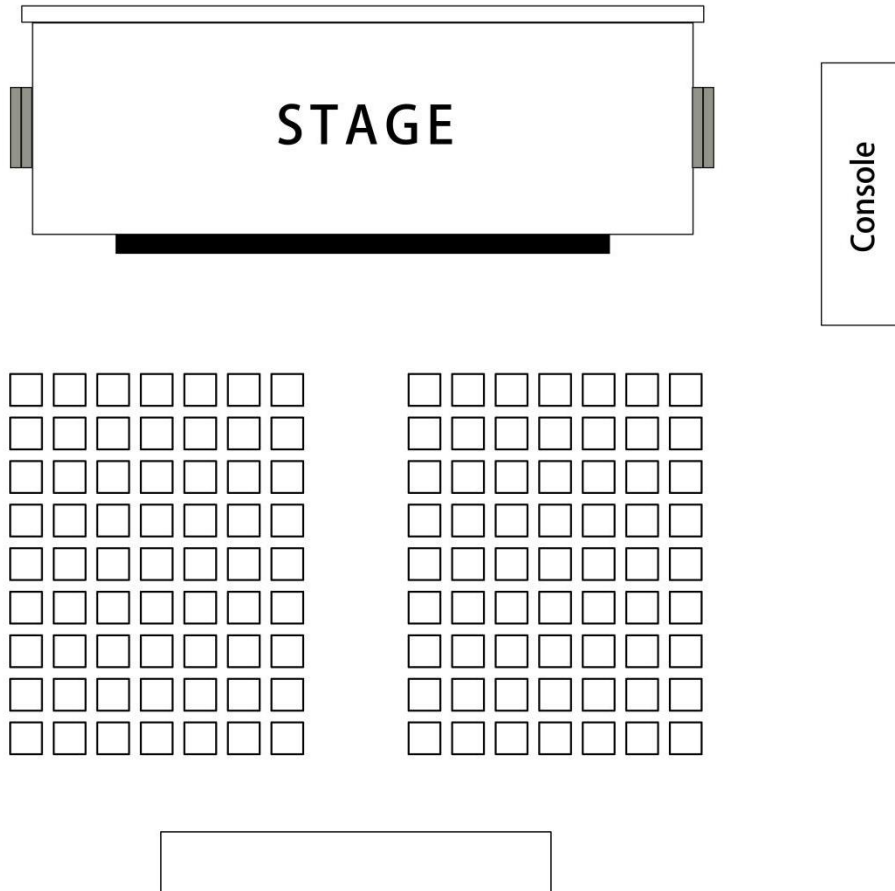


3. MAIN STAGE (the Venetian Macao - Cotai Expo Hall A)





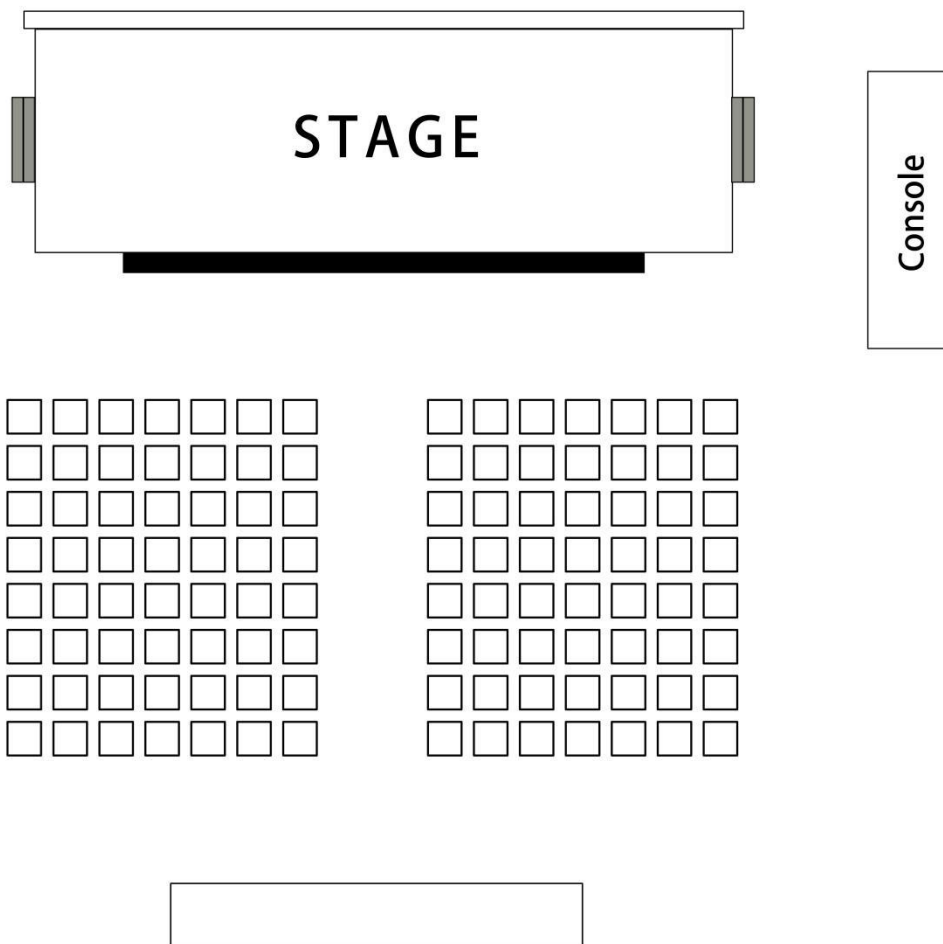
4. MEETING ROOM 1 (the Venetian Macao - Cotai Expo Hall C)





第十二屆澳門國際旅遊（產業）博覽會
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5. MEETING ROOM 2 (the Venetian Macao - Cotai Expo Hall A)




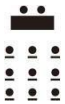
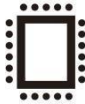



第十二屆澳門國際旅遊（產業）博覽會

12.^a Expo Internacional de Turismo (Indústria) de Macau

12th Macao International Travel (Industry) Expo

Application Form for Use of Meeting Venues

Company Name in English:			
Company Name in Chinese (if any):			
Contact Person:	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Title:
Tel:	Fax:	E-mail:	
Country / Region:		City:	
Address :			
Booth Number:			
Name of Meeting in English:			
Name of Meeting in Chinese (if any):			
Meeting room request: <input type="checkbox"/> 1. Naples B (2704) <input type="checkbox"/> 2. Naples A (2601B, 2701A) <input type="checkbox"/> 3. Main Stage (live streaming on MITE website is available) <input type="checkbox"/> 4. Meeting Room 1 (for Destination Travel Promotion Seminars only) (live streaming on MITE website is available) (each promotion seminar will last for 15 minutes) <input type="checkbox"/> 5. Meeting Room 2			
Meeting room setup:  <input type="checkbox"/> Classroom style  <input type="checkbox"/> Theatre style  <input type="checkbox"/> Hollow square style  <input type="checkbox"/> Horseshoe style <input type="checkbox"/> Others, please specify: _____			
Date of meeting: 1 st Choice: <input type="checkbox"/> 26 th April <input type="checkbox"/> 27 th April <input type="checkbox"/> 28 th April 2 nd Choice: <input type="checkbox"/> 26 th April <input type="checkbox"/> 27 th April <input type="checkbox"/> 28 th April			
Meeting time: <input type="checkbox"/> 10 : 00-11 : 00 <input type="checkbox"/> 11 : 30-12 : 30 <input type="checkbox"/> 14 : 00-15 : 00 <input type="checkbox"/> 15 : 30-16 : 30 <input type="checkbox"/> 17 : 00-18 : 00			
Requirement for rehearsal: <input type="checkbox"/> Yes <input type="checkbox"/> No Estimated number of attendees: _____ Open to public: <input type="checkbox"/> Yes <input type="checkbox"/> No Do you agree to include the name, date and time of the meeting in the MITE program and to be uploaded to the MITE website for publicity: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Brief description of the rundown of the meeting: _____ _____			
Topic:			
Name of speaker: _____		<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Title of speaker:
Language to be used: <input type="checkbox"/> Cantonese <input type="checkbox"/> Mandarin <input type="checkbox"/> Portuguese <input type="checkbox"/> English <input type="checkbox"/> Other: _____			



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Please submit an electronic copy of a brief introduction of the speech as attachment:

Format: PowerPoint (PPT) PDF Recording Other: _____

Number of attachments: _____

Equipment provided free of charge:

Table (tablecloths not included): _____ Chairs: _____

Other equipment and services required: (please refer to the list of chargeable equipment for prices)

- Single sofa and coffee table Armchair Paper & pen & clipboard
 Reception table (tablecloths included) Laptop computer Timer
 Broadband 100MB (cable not included) Wireless Router (cable not included)
 Internet access and connection 43" Plasma TV (with stand)
 Ethernet switch (Peta, 8 connector, for group users, not including network cables)
 Simultaneous interpretation booth (interpreters not included)
 Simultaneous interpreter ___ pax, Translation from the speech to the language of the live broadcast:
 Cantonese Mandarin Portuguese English Other: _____
 Online meeting and live video recording service (including 2 video cameras, 2 cameramen and venue equipment)
 Live webcast service / Broadcast service (including 2 video cameras, 2 cameramen and venue equipment)
 Other: _____

Remarks:

1. The MITE organizer is not legally responsible for the speech and content delivered by the speaker, however the MITE organizer has the right to use, distribute and publicize them.
2. Applicant shall provide a brief introduction of the speaker, the content and relevant material for the purpose of recording.
3. In accordance with Macao Special Administrative Region Law No. 8/2005
《Personal Data Protection Act》 :
-All the material related with personal and institutional data provided by the speaker will only be used for purposes in relation to MITE directly;
-The speaker shall understand that the MITE organizer will take photos and shoot videos at the meeting and agree that all the relevant photos and videos could be used by the MITE official media to promote the event;
4. Each meeting is not allowed to exceed the scheduled time slot, which includes the set-up time before the meeting and clear-up time afterwards.
5. Applicant could propose a date and time slot for the meeting, however there is no guarantee that the meeting will be arranged based on the proposal, please accept our apology for the inconvenience.
6. The MITE organizer reserves the right to make the final decision on the application for the use of meeting venues and equipment.



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7. Deadline for application for the venue is 8th March 2024. There will be a surcharge of 30% for additional or changes in chargeable equipment / service after 8th March 2024. A surcharge of 50% will be applied for additional or changes in chargeable equipment / service after 8th April 2024.

- I understand that the MITE organizer has the right to make the final decision on the above application and the actual arrangements.

Company Stamp & Signature of Person in Charge

Date of Application

Venue Application Deadline : 8th March, 2024

Organizer :

Macao Government Tourism Office

Coordinator :

Macau Travel Agency Association

Address : Avenida da Amizade 1023 Edif. Nam Fong. 4.^oanda A

TEL: (853) 2870 3707

FAX: (853) 2870 1083

E-mail: info@mitexpo.mo

For official use only

Date of receipt of form: _____

Approved venue: _____

Date and time of approval for use: _____

Approved by: _____

Signature