



## Notice on the use of Meeting Venues

The following meeting rooms will be available on a free of charge basis to exhibitors for organizing the Concurrent Meetings and the Destination Travel Promotion Seminars during the Expo. Details are as follows:

### Available date and time of meeting room venues:

Date / Time	Main Stage	Naples A&B	Meeting Room 1	Meeting Room 2*	Meeting Room 3*
25 <sup>th</sup> April 2025	11:30 -17:00	11:00 -18:00	11:00 -18:00	11:00 -18:00	11:00 -18:00
26 <sup>th</sup> April 2025	10:00 -16:30		10:00 -18:00	10:00 -18:00	10:00 -18:00
27 <sup>th</sup> April 2025	10:00 -16:30		10:00 -18:00	10:00 -18:00	10:00 -18:00

**\*Meeting Room 2 and Meeting Room 3 on 25 - 26, April 2025 are reserved for “Destination Travel Promotion Seminar”.** Each seminar will last for 15 minutes, there will be a 15 minutes Networking Session after every 3 seminars (45 minutes). The MITE coordinator will organize the hosted buyers to participate in the seminars for negotiating / meeting with the seminar speakers during the Networking Session.

### Meeting room venues:

Venue	Maximum capacity	Setting
Main Stage	300 pax	Theatre
Naples A	150 pax	Classroom
Naples B	75 pax	Classroom
Meeting Room 1 (Hall A) (near Mainland China Zone)	100 pax	Classroom
Meeting Room 2 (Hall C) (near Macao , Hong Kong and Taiwan Region Zone)	80 pax	Theatre
Meeting Room 3 (Hall C) (near International Zone)	80 pax	Theatre



**第十三屆澳門國際旅遊（產業）博覽會**  
**13.<sup>a</sup> Expo Internacional de Turismo (Indústria) de Macau**  
**13<sup>th</sup> Macao International Travel (Industry) Expo**

**List of equipment provided at Naples A, B and Meeting Room 1, Meeting Room 2, Meeting Room 3 without cost**

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 face spot light)	1 set
6	Simultaneous interpretation service in English and Mandarin	1 set
7	Table (tablecloths not included)	According to the estimated number of attendees
8	Chair	According to the estimated number of attendees



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**List of equipment / service available at Naples A, B and Meeting Room 1 with cost (not available for Meeting Room 2 and Meeting Room 3) :**

No.	Item	Cost (MOP)
1	Single sofa and coffee table	\$390 / set
2	Armchair	\$300 / pc
3	Reception table (tablecloths included)	\$364 / pc
4	Paper , Pen and Clipboard	\$50 / set
5	Laptop computer	\$1,000 / 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
	55' Plasma TV (with stand)	\$2,200 / pc
11	Ethernet switch (Peta, 8 connector, for group users, not including network cables not included)	\$1,415 / pc
12	1 Simultaneous interpretation booth (interpreters not included)	\$10,000 / pc
13	Simultaneous interpreter (group of 2 pax/group)	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

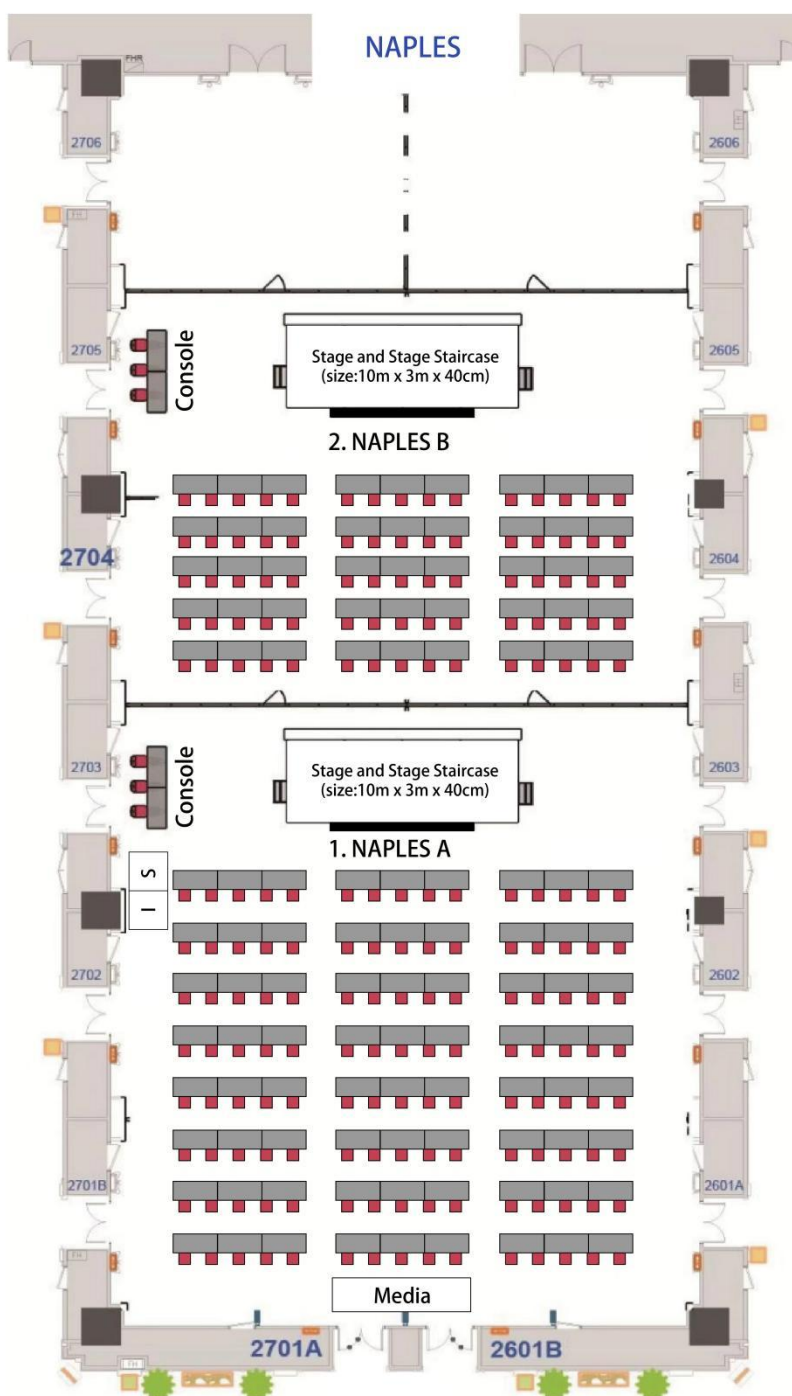
Remarks:

- 1) If you require other services, please contact the MITE coordinator in advance.
- 2) The deadline for venue applications is **7<sup>th</sup> March 2025**. A surcharge of 30% will be applied to applications for additional or changes in chargeable equipment / service after 7<sup>th</sup> March 2025. A surcharge of 50% will be applied to applications for additional or changes in chargeable equipment / service after 7<sup>th</sup> April 2025..



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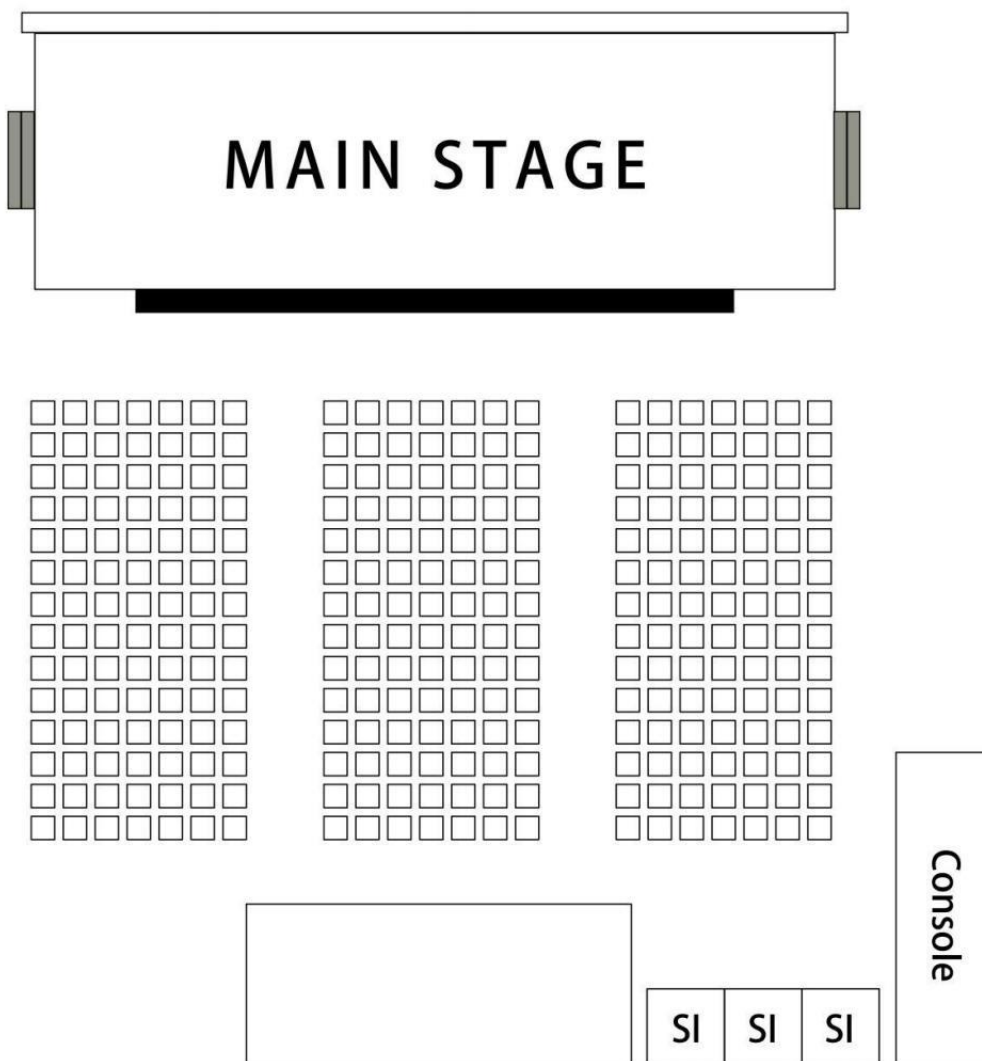
1. Naples A (entrance at 2701A, 2601B)
2. Naples B (entrance at 2704)





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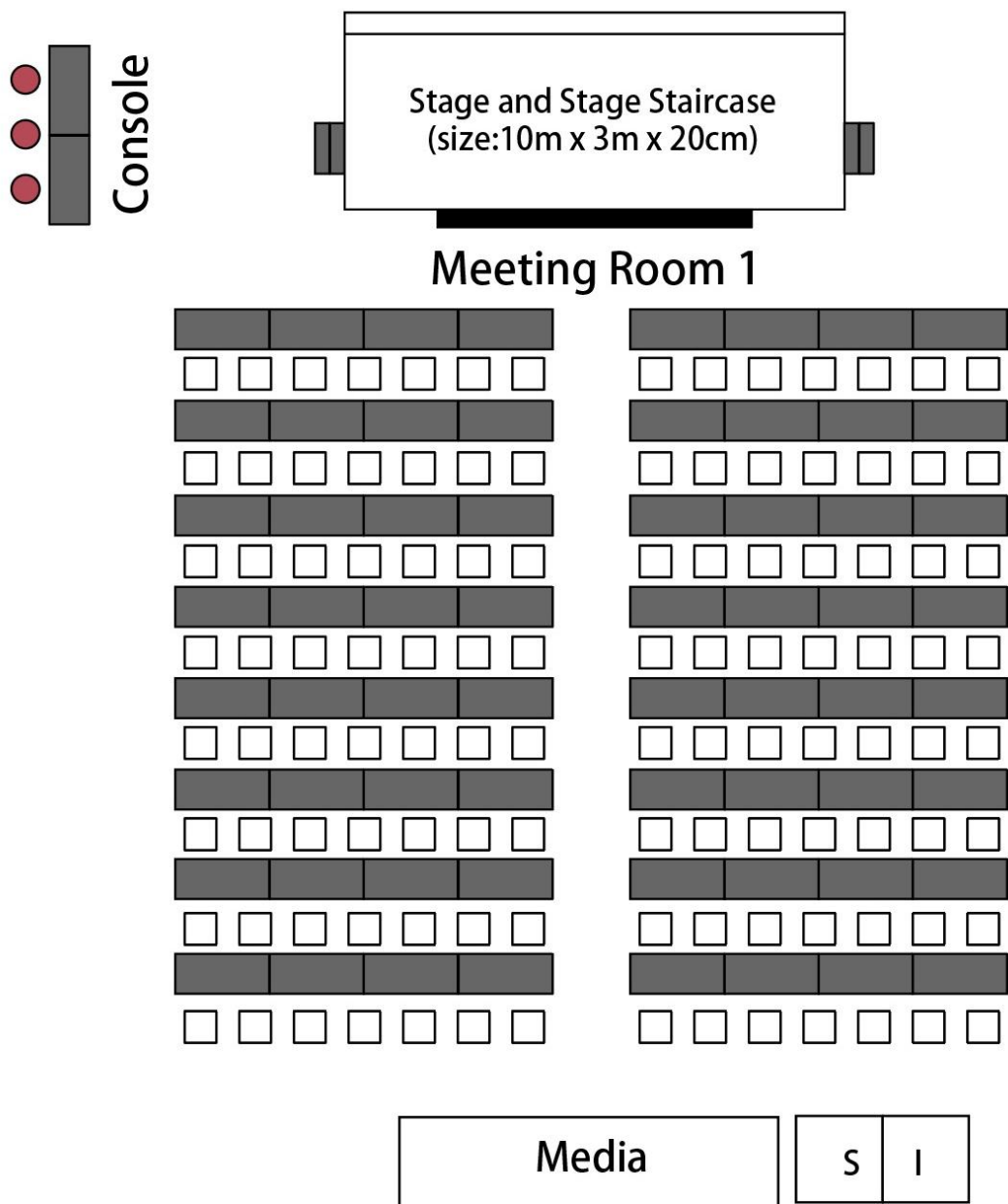
3. Main Stage (the Venetian Macao - Cotai Expo Hall A)





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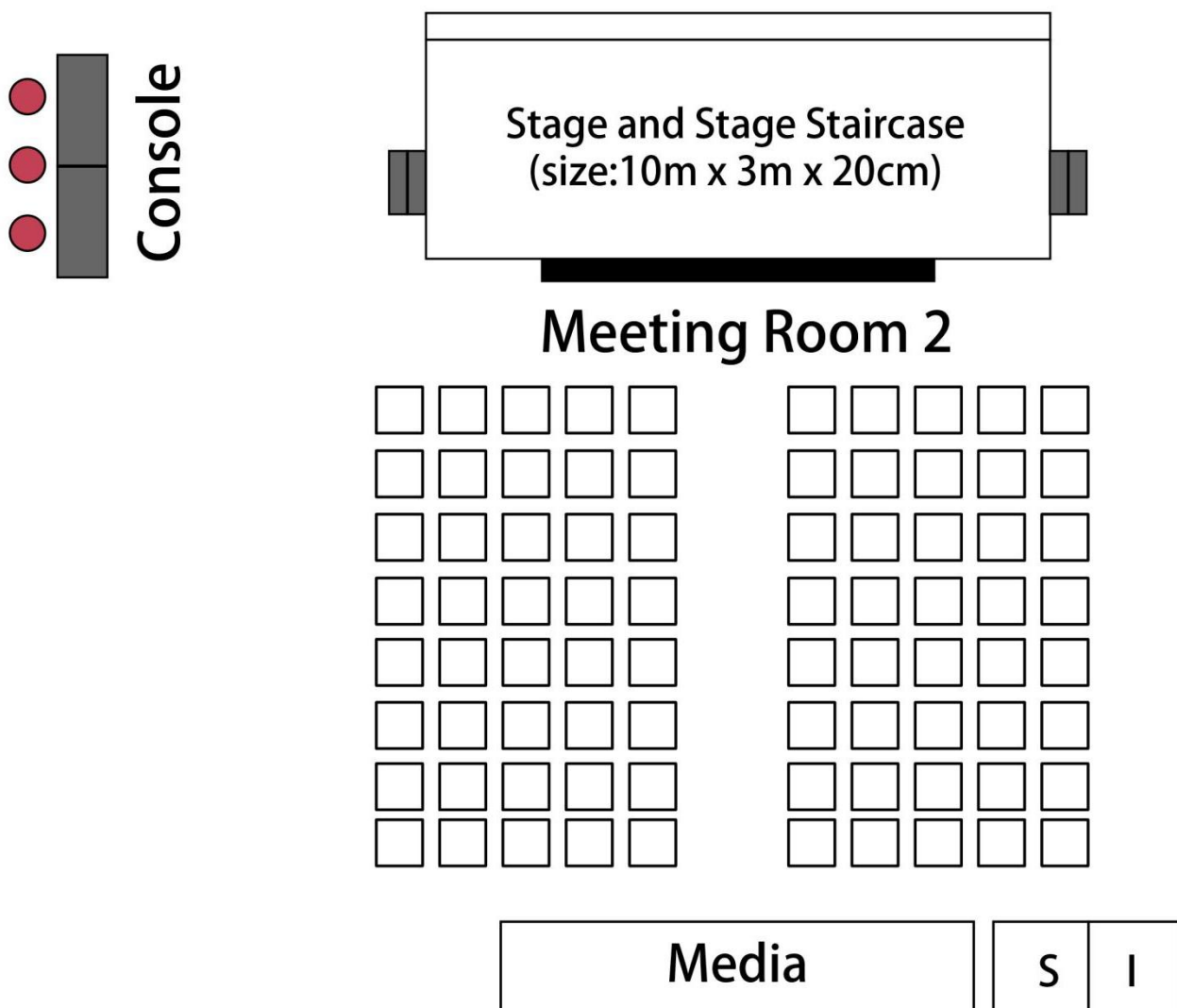
4. Meeting Room 1 (the Venetian Macao - Cotai Expo Hall A) (near Mainland China Zone)





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5. Meeting Room 2 (the Venetian Macao - Cotai Expo Hall C ) (near Macao , Hong Kong and Taiwan Region Zone)

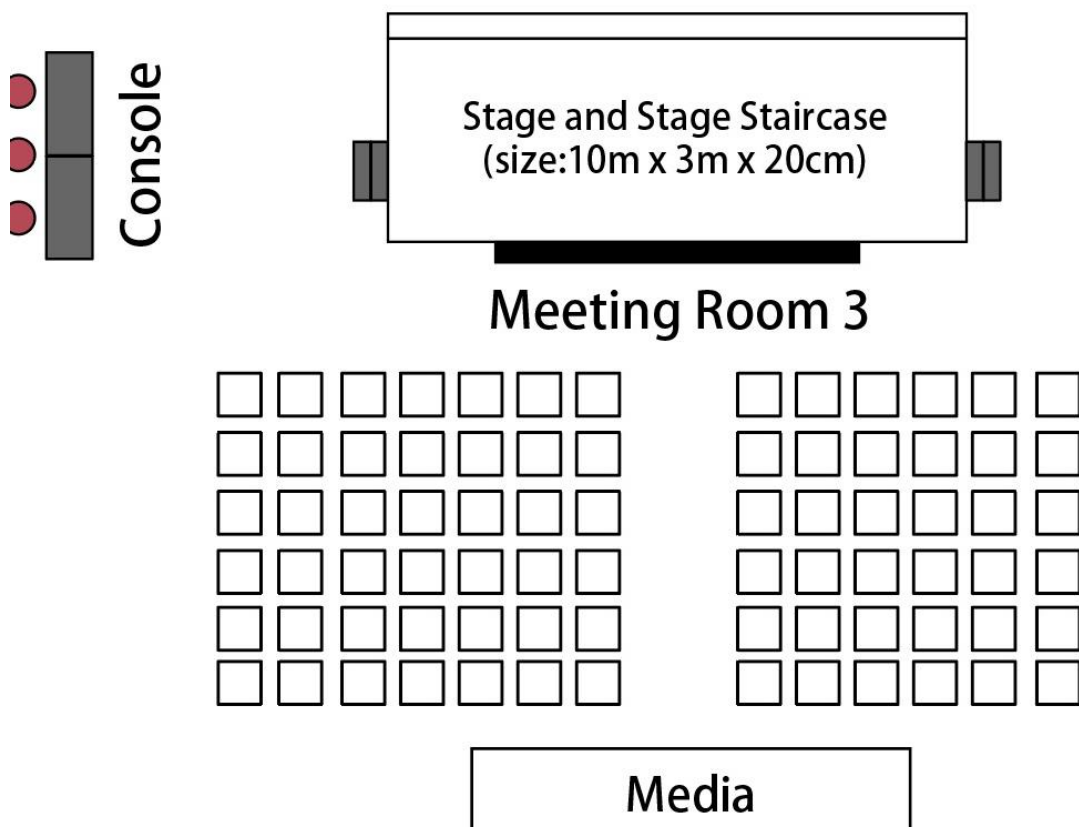






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6. Meeting Room 3 (the Venetian Macao - Cotai Expo Hall C ) (near International Zone)







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## Application Form for Use of Meeting Venues

25/04 - 27/04/2025

The Venetian Macao - Cotai Expo Hall ABC

Application Deadline : 31<sup>st</sup> March, 2025



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:		
Booth Number (if any):			
Name of Meeting in English:			
Name of Meeting in Chinese (if any):			
<b>Date and venue of meeting room applying (Please choose ONE of the below three options):</b>			
<b>Option 1: <input type="checkbox"/> 25<sup>th</sup> April</b>			
<input type="checkbox"/> 1. Naples A			
<input type="checkbox"/> 2. Naples B			
<input type="checkbox"/> 3. Main Stage (live streaming on MITE website is available)			
<input type="checkbox"/> 4. Meeting Room 1 (live streaming on MITE website is available)			
<input type="checkbox"/> 5. Meeting Room 2* (live streaming on MITE website is available)			
<input type="checkbox"/> 6. Meeting Room 3* (live streaming on MITE website is available)			
<b>Option 2: <input type="checkbox"/> 26<sup>th</sup> April</b>			
<input type="checkbox"/> 1. Main Stage (live streaming on MITE website is available)			
<input type="checkbox"/> 2. Meeting Room 1 (live streaming on MITE website is available)			
<input type="checkbox"/> 3. Meeting Room 2* (live streaming on MITE website is available)			
<input type="checkbox"/> 4. Meeting Room 3* (live streaming on MITE website is available)			
<b>Option 3: <input type="checkbox"/> 27<sup>th</sup> April</b>			
<input type="checkbox"/> 1. Main Stage (live streaming on MITE website is available)			
<input type="checkbox"/> 2. Meeting Room 1 (live streaming on MITE website is available)			
<input type="checkbox"/> 3. Meeting Room 2 (live streaming on MITE website is available)			
<input type="checkbox"/> 4. Meeting Room 3 (live streaming on MITE website is available)			
<b>Meeting time:</b>			
<input type="checkbox"/> 10:00-11:00	<input type="checkbox"/> 11:00-12:00	<input type="checkbox"/> 12:00-13:00	<input type="checkbox"/> 14:00 -15:00
<input type="checkbox"/> 16:00-17:00	<input type="checkbox"/> 17:00-18:00	<input type="checkbox"/> Others:_____	
Rehearsal required: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Open to public: <input type="checkbox"/> Yes <input type="checkbox"/> No Estimated number of attendees: _____			
Do you agree to include the name, date and time of the meeting in the MITE program and MITE website for promotional purpose: <input type="checkbox"/> Yes <input type="checkbox"/> No			

\* Please register the time slot of your seminar at the conference secretariat.

E-mail: [info@mitexpo.mo](mailto:info@mitexpo.mo)

Website: [www.mitexpo.mo](http://www.mitexpo.mo)

Enquiry: (853) 2870 3707 / 2870 0655

Fax: (853) 2870 0238



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Brief description of meeting rundown:

Topic:

Name of speaker: ☐ Mr ☐ Ms Title of speaker:

Language to be used: ☐ Cantonese ☐ Mandarin ☐ Portuguese ☐ English ☐ Other: \_\_\_\_\_

Please submit your speech as an attachment in one of the below format before 4<sup>th</sup> April:

Format: ☐ PowerPoint (PPT) ☐ PDF ☐ Recording ☐ Other:

Number of attachments:

Equipment provided without cost :

☐ Table (tablecloths not included ):

☐ Chairs:

Other equipment and service required to Naples A,B and Meeting Room 1: (please refer to the list of equipment and service with cost):

- ☐ Single sofa and coffee table ☐ Armchair ☐ Paper & pen & clipboard
- ☐ Laptop computer ☐ Timer ☐ Broadband 100MB (cable not included)
- ☐ Internet access and connection ☐ Wireless Router (cable not included)
- ☐ 43' Plasma TV (with stand) ☐ 55' Plasma TV (with stand)
- ☐ Ethernet switch (Peta, 8 connector, for group users, not including network cables not included)
- ☐ Simultaneous interpreter\_\_\_\_pax, translation from the speech language to the live broadcast:  
language: ☐ Cantonese ☐ Mandarin ☐ Portuguese ☐ English ☐ Other:
- ☐ Simultaneous interpretation booth (interpreters not included)
- ☐ 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 filing.
3. In accordance with Macao Special Administrative Region Law No. 8/2005 《Personal Data Protection Act》 :
  - All the personal and institutional data provided by the speaker will only be used for MITE related activities;
  - The speaker shall understand that the MITE organizer will take photos and conduct videos shooting during the meeting and agree that all the relevant photos and videos can be used by the MITE official media to promote the event;
4. Each meeting is not allowed to exceed the scheduled time slot, including the set-up and clear-up time before and after the meeting.

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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.
  7. Deadline for application for the venue is **7<sup>th</sup> March 2025**. There will be a surcharge of 30% for additional or changes in chargeable equipment / service after 7<sup>th</sup> March 2025. A surcharge of 50% will be applied for additional or changes in chargeable equipment / service after 7<sup>th</sup> April 2025.
- ☐ 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

Organizer:

Macao Government Tourism Office

Address:

Avenida da Amizade 1023 Edif. NamFong. 4.<sup>o</sup> anda A

### For official use only

Date of receipt of form: \_\_\_\_\_

Date and time of approval for use:

\_\_\_\_\_

Approved by: \_\_\_\_\_

Signature