



澳門貿易投資促進局  
Macao Trade and Investment Promotion Institute

[ 本欄由澳門貿易投資促進局填寫 ]

[ For Official Use Only ]

申請編號：\_\_\_\_\_

Application No.

## 《會議及展覽資助計劃》活動報告表格

### Convention and Exhibition Financial Support Programme

#### Post-Event Report

類別：已確定的「會議」或「展覽」

Categories: Confirmed Convention or Exhibition

#### 備註：

1. 此活動報告受澳門貿易投資促進局之《會議及展覽資助計劃》有關規定、條款及細則所約束。
2. 活動報告，連同其他一切所需的證明文件，必須完整地於活動結束後 30 天內提交活動報告，並於 60 天內完整提交其他一切所需證明文件至澳門貿易投資促進局。任何未按照上述要求提交之活動報告，該支持批給將自動被視為取消。
3. 填妥之活動報告及其他所需文件可親身遞交或郵寄至：  
澳門貿易投資促進局 - 會展發展及活動推廣廳 - 會展產業拓展處  
澳門友誼大馬路918號世界貿易中心四樓  
電話: 87989292 傳真: (853) 28710300 電郵: cesp@ipim.gov.mo
4. 如活動報告需填寫之項目空間不足，可以附件形式作補充。如需填寫部份不適用，請註明。
5. 請在表內適用空格以“✓”標示。
6. 申請者須於本申請表每頁右下方加公司印章或簡簽。

#### Remarks

1. This post event report is governed by the provisions, terms and conditions stipulated in the “Convention and Exhibition Financial Support Programme” sponsored by the The Macao Trade and Investment Promotion Institute of the Macao SAR Government.
2. Any post-event report, along with all the necessary supporting documents enclosed, must be submitted in their entirety to the Macao Trade and Investment Promotion Institute within 30 days and other relevant documents to be submitted within 60 days after the completion of the event. Any Applicant failing to comply with this requirement will be automatically disqualified for the financial support.
3. The completed Post-Event Report Form and other necessary supporting documents may be submitted in person or by post to the following address :  
Convention and Exhibition Industry Development Division, Promotional Activities and Development of Conventions and Exhibitions Department, Macao Trade and Investment Promotion Institute  
World Trade Centre Building, 4th Floor, Avenida da Amizade, No. 918, Macao  
Tel: 87989292 Fax: (853) 28710300 Email: cesp@ipim.gov.mo
4. If the space provided in this Form is insufficient, please supplement with a separate attachment. Where information is not yet available or not applicable, please specify accordingly.
5. Please check the boxes with “✓”, where applicable.
6. The Form should be stamped with the company chop or initialed by the signatory(-ies) in bottom right hand corner of each page.



5. 活動資料 – 展覽 Event Details – Exhibitions					
實際參展情況 Actual Exhibition Details (請以附件形式提供詳細資料) (Please attach detailed information)	實際參展商總數: Actual Total No. of Exhibitors:		實際參加者總數 No. of All Participants		實際海外參加者數目 No. of Overseas Participants
實際參展人數 Actual No. of Participants	參展攤位(個) Booths (No.)		參展商 (人數) Exhibitors (Headcount)	專業買家 (人數) Trade Visitors (Headcount)	觀展公眾 (人數) Public Visitors (Headcount)
	澳門 Macao				
	海外 Overseas				
	總數 Total				
6. 支持範圍資料 Details Related to the Support					
6.1. 財務支持 – 會議 Financial Support – Meeting					
I. 一般參會者住宿 Accommodation for General Attendees (請以附件形式提供詳細資料) (Please attach detailed information)	實際住房數目 Actual No. of Guestrooms to be Used				
	日期 Date				
	房數 No. of rooms				
II. 餐飲或會議套餐 Dining or Meeting Package Support	舉行日期 Actual Date of Event		實際參加人數 Actual No. of Participants		實際場地 Actual Venue
	實際餐飲總額(澳門元) Total Amount of Food & Beverage Expenditure (MOP)		人均消費(澳門元) Average Price		
III. 主題演講嘉賓及團長 Keynote Speakers & Head of Delegation	<b>主題演講嘉賓 Keynote Speakers</b>				
	主題演講嘉賓總人數: No. of Keynote Speakers				
	主題演講嘉賓以地區劃分 Origins of the Keynote Speakers				
	廣東省/香港 Guangdong Province/Hong Kong 共_____人; 具入住證明: 共_____人; 具交通證明: 共_____人; Total: _____(person); with rooming list total: _____(person); with transportation total: _____(person)				
	中國內地(廣東省以外)/亞洲地區 Mainland China (outside Guangdong province)/ Asian Regions 共_____人; 具入住證明: 共_____人; 具交通證明: 共_____人; Total: _____(person); with rooming list total: _____(person); with transportation total: _____(person)				
	亞洲以外的地區 Regions outside Asia 共_____人; 具入住證明: 共_____人; 具交通證明: 共_____人; Total: _____(person); with rooming list total: _____(person); with transportation total: _____(person)				
	<b>團長 Heads of Delegations</b>				
	代表團實際數目 Actual No. Delegations		代表團實際人數 Actual No. of Delegates		團長實際總人數 Actual No. of Heads of Delegations
	團長以地區劃分 The origin of the Head of Delegation				
廣東省/香港 Guangdong Province/Hong Kong 共_____人; 具入住證明: 共_____人; 具交通證明: 共_____人; Total: _____(person); with rooming list total: _____(person); with transportation total: _____(person)					
中國內地(廣東省以外)/亞洲地區 Mainland China (outside Guangdong province)/ Asian Regions 共_____人; 具入住證明: 共_____人; 具交通證明: 共_____人; Total: _____(person); with rooming list total: _____(person); with transportation total: _____(person)					
亞洲以外的地區 Regions outside Asia 共_____人; 具入住證明: 共_____人; 具交通證明: 共_____人; Total: _____(person); with rooming list total: _____(person); with transportation total: _____(person)					

IV. 宣傳及推廣 Promotion & Marketing Support	實際支付之所有宣傳及推廣費用 Actual Promotion & Marketing Support Expenses Incurred	
V. 同聲傳譯及文件翻譯 Interpreting & Translation	實際支付之所有同聲翻譯及文件翻譯費用 Actual Interpreting & Translation Expenses Incurred	
VI. 進入社區之本地交通費用補助 Local Transportation Support	實際支付之所有進入社區之本地交通費用補助費用 Actual Local Transportation Support Expenses Incurred	
VII."本地專業會議組織者(PCO)之活動策劃及管理費用"之補助 Financial Support for Event Planning and Managing Expenses for Local Professional Conference Organiser (PCO)	實際支付之PCO費用 Actual PCO Expenses Incurred	
VIII. 開幕典禮 Opening Ceremony (只適用於國際性會議 Only applicable for International Conventions)	實際支付之開幕典禮費用 Actual Opening Ceremony Expenses Incurred	
IX. 展覽場地租金 Venue Rental for Exhibition (只適用於國際性會議 Only applicable for International Conventions)	實際支付之展覽場地租金費用 Actual Venue Rental for Exhibition Expenses Incurred	
X. 會展綠色通道 Green Channel	實際支付之所有會展綠色通道費用 Actual Green Channel Expenses Incurred	
XI. 特色迎賓表演 Welcome activities	實際支付之所有特色迎賓表演費用 Actual Welcome activities Expenses Incurred	
<b>6.2. 財務支持 – 展覽 Financial Support – Exhibition</b>		
I. 展覽場地租金 Venue Rental	實際租用場地 Rented Venue	
	實際租用展覽場地面積(平方米) Actual Exhibition Space Rented (Square meter)	
II. 一般參會者住宿 Accommodation for General Attendees	實際住房數目 Actual No. of Guestrooms to be Used	
	日期 Date	
	房數 No. of rooms	
	實際住房數目 Actual Nights of Hotel Stay	
	五星級 5-star _____	請註明 Please specify : _____
	四星級 4-star _____	請註明 Please specify : _____
	三星級 3-star _____	請註明 Please specify : _____
	其他 Others _____	請註明 Please specify : _____
總房數 Total Room Nights : _____		
III. 硬件設施 Hardware	實際支付之所有硬件設施宣傳及推廣費用 Actual Hardware Expenses Incurred	
IV. 開幕典禮 Opening Ceremony	實際支付之所有開幕典禮費用 Actual Opening Ceremony Expenses Incurred	
V. 宣傳及推廣 Promotion & Marketing	實際支付之所有宣傳及推廣費用 Actual Promotion & Marketing Expenses Incurred	
VI. 同聲傳譯及文件翻譯 Interpreting & Translation	實際支付之所有同聲傳譯及文件翻譯費用 Actual Translation & Interpreting Expenses Incurred	
X. 合資格買家 Qualified Buyers	實際合資格買家數量 Actual No. of Qualified Buyers	
	合資格買家以地區劃分 The origin of the Qualified Buyers 廣東省/香港 Guangdong Province/Hong Kong 共_____人; 具入住證明: 共_____人; 具交通證明: 共_____人; Total: _____(person); with rooming list total: _____(person); with transportation total: _____(person)	
	中國內地(廣東省以外)/亞洲地區 Mainland China (outside Guangdong province)/ Asian Regions 共_____人; 具入住證明: 共_____人; 具交通證明: 共_____人; Total: _____(person); with rooming list total: _____(person); with transportation total: _____(person)	
	亞洲以外的地區 Regions outside Asia 共_____人; 具入住證明: 共_____人; 具交通證明: 共_____人; Total: _____(person); with rooming list total: _____(person); with transportation total: _____(person)	

I. 展品及貨運物流 Logistics	實際支付之所有展品及貨運物流費用 Actual Logistic Expenses Incurred	
II. 宣傳及推廣 Promotion & Marketing	實際支付之所有宣傳及推廣費用 Actual Promotion & Marketing Support Expenses Incurred	
III. 進入社區之本地交通費用補助 Local Transportation Support	實際支付之所有進入社區之本地交通費用補助費用 Actual Local Transportation Expenses Incurred	
IV. 會展綠色通道 Green Channel	實際支付之所有會展綠色通道費用 Actual Green Channel Expenses Incurred	
V. 特色迎賓表演 Welcome Activities	實際支付之所有會展綠色通道費用 Actual Green Channel Expenses Incurred	

**7. 在澳門僱用之服務供應商資料 Information of the Service Providers Employed in Macao**

在澳門僱用之服務供應商資料(場地、酒店、及旅行社除外) Information of the Service Provider(s) Engaged in Macao (other than venue providers, hotels and travel agencies) (如提供的空間未足夠填寫,可以附件形式作補充。) (If the space provided here is insufficient, please supplement with a separate attachment.)	名稱 Name	提供之服務內容 Description of the Service Provided	實際獲支持總額(澳門元) Amount of Financial Support Received(MOP)

**8. 於其他政府機關就同一活動之支持申請 Application to Other Government Bodies for Support of the Event**

沒有 No  
 有, 詳細內容如下 Yes, details as follows

政府機關名稱 Name of the Government Body	申請支持內容(包括協助、財務支持等) Description of the Support Applied for (including assistance, financial support, etc.)

**9. 與本申請表同時提交之文件：Documents Enclosed with the Application Form:**

已提交 Submitted	內容 Contents
活動後文件 Post-Event Documents	所有獲支持項目的支付發票及收據 Invoices and Payment Receipts related to all the supported items
	由酒店直接發出之每晚入住細明表和房價 (包括：海外參加者、演講嘉賓及團長) Rooming List(s), containing occupants' information and room rate per night, issued by the hotel(s) (including those for the overseas participants, speakers and heads of delegations)
	在澳門僱用之服務提供者(宣傳及推廣、同聲傳譯及文件翻譯，或展品及貨運物流) 的營業稅 M/8 副本、有效營運牌照副本，以及可證明其在澳門依法登記、經營之文件(如：營業稅 M/1 開業申報書等) (除場地提供者、酒店及旅行社以外) Copies of business tax Form M/8 and the valid operating licenses of the ("promotion and marketing", "interpreting and translation", and "logistics") service providers engaged in Macao, and document(s) evidencing that these service providers have legally registered and are legally operating in Macao (e.g. photocopy of the business tax Form M/1, new registration form, etc.) (other than venue providers, hotels and travel agencies).
	申請者及其實際聘用之本地專業會議組織者 / 目的地管理公司的簡介 Company profile of the Applicant and the local professional conference organiser(s) (PCO) /destination management company (ies) (DMC) actually engaged
	實際租用會議場地之租用面積資料並附平面圖 Information related to the actual rented space in the exhibition venue, together with the floor plan showing the rented space
	實際參加展覽之合資格買家名單及其他證明文件(包括：有關交通費用之收據、來程登機證、船票、車票等) List of Qualified Buyers, eligible for the support and actually attending the Event, and related supporting documents (including receipts of transportation expenses, boarding passes of the flight to Macao, ferry tickets, coach tickets, etc.)
	實際出席之主題演講嘉賓名單及其他文件(如：個人簡介及演講題目) List of Keynote Speakers who have actually attended the Event and related documents (such as, profile and topics of speeches)
	實際出席之代表團成員及標明團長的名單 List of Delegation and the Delegates thereof who have actually attended the Event
	獲支持活動項目的照片 Photos of the Event
	獲支持活動項目的市場推廣、營銷工具等材料 (部份可以照片作證明) Marketing, promotional and sales materials (Some of the items could be photographed for this purpose)
其他參考文件，請註明：_____	Other documents for reference, please specify: _____

**10. 申請者之蓋章及法定代表簽署 The Applicant's Official Chop and Signature(s) of Its Legal Representative(s)**

茲聲明\_\_\_\_\_ (申請者名稱)根據《會議及展覽資助計劃》有關規定、條款及細則，向該計劃提交活動報告；知悉須遵守前述計劃之一切規定及義務；並保證所提供的一切資料均真實無誤；亦同意通知澳門貿易投資促進局有關報告資料之任何變更。

\_\_\_\_\_ (the Applicant's name) hereby declares that, pursuant to the provisions, terms and conditions as stipulated in the Convention and Exhibition Financial Support Programme, it is submitting a formal report under the said Programme; that it has read and understood, and agrees to abide by the rules, terms and conditions set forth in the said Programme; and that all information provided is true and accurate. The Applicant further agrees to duly notify the Macao Trade and Investment Promotion Institute of any changes to the information provided in this report.

簽署 (法定代表) 及蓋章  
Signature(s) [of the Legal Representative(s)] and Official Seal

簽署人姓名 / 職務  
Name(s) and Title(s) of the Signatory(ies)

日期 Date