

## [ SALES MANUAL ]

### 1. GENERAL INFORMATION

#### 1.1 Name of the Exhibition

MACAO 2018 – 35th ASIAN INTERNATIONAL STAMP EXHIBITION (MACAO2018)

#### 1.2 Venue

The Venetian Macao, Conference & Exhibition Centre, Hall A (Parking at Hall B, free of charge)

\* Should there be any amendments, an updated version will be available on-site.

#### 1.3 Exhibition Date and Opening Hours

21 September 2018 10:00 – 19:00

22 September 2018 10:00 – 19:00

23 September 2018 10:00 – 18:00

24 September 2018 10:00 – 16:00

#### 1.4 Opening Ceremony

The Opening Ceremony will be held at 11:00am on 21 September 2018 (by invitation).

#### 1.5 Venue Loading Specification

Floor Loading: 2 tons/m<sup>2</sup>

Freight Elevator: 1

Freight Doors: 5.5m to 9.0m (width), 4.3m (height)

#### 1.6 Move-in and Move-out Schedule

Official Stand Contractor Build up: 19 September 2018

Dealer Move-in: 20 September 2018 10:00 – 18:00

Dealer Move-out: 24 September 2018 16:00

Official Stand Contractor Tear Down: 24 September 2018 16:00

\* The above schedule is correct at the time of print. Should there be any amendments, an updated version will be available on-site.

#### 1.7 Location Plan

(To be announced)

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## 2. TRADING INFORMATION

### 2.1 Definition

- a. "Organizer" means the MACAO2018 Organizing Committee, located at Largo do Senado, CTT Headquarters' Building, Macao (Fax:+853-83968603, Email: secretary\_1@macao2018.org.mo)
- b. "Dealer (or booth holder)": Government body, chamber of commerce, sole proprietorship, partnership or limited company applying to sell at the exhibition or, as the case may be, whose application to sell at the exhibition has been accepted by the Organizer, including:
  - Postal administrations, stamp dealers, stamp agencies, stamp printers, etc.;
  - Operators of Macao Cultural & Creative Industries.
- c. "Venue" means The Venetian Macao, Conference & Exhibition Centre
- d. "Official Stand Contractor" means the officially appointed company for the construction of standard booths, responsible for the electricity plan, connection of electrical facilities in the venue and provision of rental service for exhibition equipment.

### 2.2 Eligibility of Dealers

- a. Upon submission of application form from dealers, Organizer will have the absolute right to accept or reject any application without having to give any reason or explanation.
- b. Upon signing of the application form, dealers (or booth holders) agree to abide by this rule, all terms and provisions of the Organizer and all the additional rules, and agree to bear all the related responsibilities.

### 2.3 Booth Rental

- a. All sales booths are constructed by the Official Stand Contractor. Dealers are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths.
- b. Standard booths will be classified as normal (3x3m) and special booths for the operators of Macao Cultural & Creative Industries (3x2m). All booths are equipped with fascia board, wall partitions and furniture.
- c. Rental rates:

	Early Bird Price	Standard Price
Standard booth	Before 28/2/2018	1/3-30/5/2018
Normal booth	USD3,000 (MOP24,000)	USD3,800 (MOP30,400)
Special booth	MOP10,400	MOP15,200

- d. All dealers should fill in the designated form for application. Applicants of special booth should also submit their copy of M1 & list of merchandise.
- e. Payment should be made within 10 days upon receipt of the Organizer's confirmation. Booth allocation will be confirmed on a first-come-first-served basis according to the payment received.
- f. There will be no refund in the events of withdrawal, cancellation and "no show". The dealers (or booth holders)

shall have no claim against the Organizer or their agents or representatives whether for loss or damage.

#### 2.4 Venue Allocation

- a. The Organizer reserves the right to change the trading plans or venue allocation at any time, without prior notice to dealers.
- b. The Organizer has the right to modify plans and / or when necessary change the allocation of the dealers' booths. Dealers shall not call for any compensation from the Organizer.
- c. In order to maintain the image of the Exhibition, in the event that Dealers do not show up on the first day of the Exhibition, the Organizer reserves the right to seal or assign other usage for any vacant booth, without any prior notice to the dealers. Dealers shall not call for any compensation from the Organizer.

#### 2.5 Move-in and Move-out Principles

- a. Dealers should not damage any properties of the Venue or other parties during move-in, move-out or throughout the exhibition. Compensation will be charged to the dealer(s).
- b. No fixed facility can be assembled on the walls, floor or any parts of the venue. Furthermore, all facilities should be used with caution to assure public safety.
- c. No spray paint, welder or electric saw is allowed.
- d. The Organizer is not responsible for receiving or storing any valuable merchandise.

#### 2.6 Badges

For security reasons, valid identity badges must be worn. Each booth will be given a maximum of 2 badges free of charge. All badges are strictly non-transferable. The security guards will check the badge holder's identification during the exhibition, especially during the move-in and move-out period.

#### 2.7 Freight Forwarding

- a. Dealers are requested to consult the Official Freight Forwarder for any matters concerning forwarding of merchandise to the Venue and / or on-site coordination.
- b. The Freight Forwarder is entrusted by the dealer for freight / merchandise transportation. The Organizer will not bear any responsibility.
- c. Dealers should make self-arrangement for receipt and storage of their merchandise or booth materials.
- d. A representative of the Dealer should accompany the transporters when moving in the materials.
- e. To ensure proper control and coordination of site movements, only the Official Freight Forwarder is permitted to work in-hall and operate any form of equipment such as pallet trucks or / and forklifts in the Venetian exhibition halls. No other freight handling contractor will be permitted to work in the exhibition hall.

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## 2.8 Cleaning & Waste Disposal

- a. The removal and disposal of the crates, large trash, booth fittings or other materials are not covered by the rental. Dealers should arrange for the cleaning and waste disposal themselves. Any packages and merchandise left behind at the exhibition venue will be deemed abandoned. Dealers must clear away their large pieces of garbage daily before the Exhibition's opening hours.
- b. The Organizer will provide general cleaning services for the Exhibition. For security reason, cleaners will not be allowed to enter the booths for cleaning. Dealers may leave small bits of rubbish outside the booth for the cleaners to collect at the end of the day.

## 3. TERMS & CONDITIONS

### 3.1 Usage of Booths

- a. Dealers cannot transfer, sub-let or allow usage by any third party. Meanwhile, only dealer's (or booth holder's) staff is allowed to work inside the booths. The Organizer reserves the right to immediately terminate any party that violates the rule from participating in the Exhibition without prior notice.
- b. Dealers shall not place or operate any objects intended for promotion or sale outside their own booth. Dealers shall assume all responsibility arising from any accident or legal proceedings due to the violation of this condition. The Organizer has the right to instruct dealer to withdraw any such items without giving any reason and without bearing any responsibility. All related removal costs shall be borne by the offending dealer.
- c. Dealers are not allowed to occupy, display, sell or distribute any promotion flyers outside the booths assigned to them. They are also required to keep the venue clean and pay attention to fire safety.
- d. If the activities arranged by dealers (e.g. lucky draws, promotion, product demonstrations, etc.) result in the obstruction of the passageway or hinder visits to the neighboring booths, or if such activity involves safety issues, the Organizer has the right to terminate them immediately. If a dealer intends to organize any such activity, it must obtain prior written approvals from the Organizer.
- e. Dealers must ensure that their packaging boxes are stored in appropriate places.
- f. The audio / visual equipment of the Dealers must not generate any noise which causes any nuisance or inconvenience to other Dealers or visitors. The Organizer reserves the right to intervene if the sound level causes disturbance to other Dealers or visitors, and terminate the trader's right to use the booth in case the notice from the Organizer is ignored.
- g. Dealers must ensure that at least one member of their staff stations at the booth. If a booth is found to have no staff for a long time, the Organizer reserves the right to temporarily seal the booth.
- h. Dealers should not use any inflammable liquid / materials or any illegal decorative materials in the booth area.
- i. Dealers shall be solely responsible for the public's loss or injuries caused by any removal or operation of the devices.

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- j. Gas-filled balloons shall not be permitted under any circumstances.
- k. Public auctions shall not be permitted under any circumstances.

### 3.2 Promotion Activities of Dealers

- a. Dealers must be responsible for crowd and queue control for any events they organize in the venue. The queue should not extend for more than one meter beyond its booth, the appointment of experienced staff or hiring of security guards at their own expense from the Organizer is required for maintaining order and ensuring smooth operation of neighboring booths. Crowd control belts should be deployed if the crowd obstructs the passage or endangers public safety in the venue.
- b. To safeguard the safety of visitors and benefits of other dealers, the Organizer has the right to terminate any pre-approved events at any time, in response to the necessity of the situation in the venue.

### 3.3 Security and Insurance

- a. Dealers have the responsibility of buying all necessary insurance to cover their merchandise and belongings, the trader's employees, etc. The Organizer assumes no financial or legal responsibility whatsoever for any loss or damage caused to the items of trade and/or personal belongings.
- b. General security service for the exhibition venue will be arranged by the Organizer, including dispatching security guards to patrol the venue. Should anyone encounter any suspicious person, he/she should immediately notify the Organizer or the security guard on duty inside the venue.
- c. Dealers must take utmost care of their merchandise and belongings during the move-in and move-out period. If required, dealers may hire their own security guards.
- d. Dealers should lock their lockable cupboards in the booth. Cash or important items are not recommended to be left in the cupboard.

### 3.4 Intellectual Property, Business Trading and Individual Principles

#### 3.4.1 Promotion and fabrication of special merchandise & souvenirs by using MACAO2018 logo and Mascot

- a. Postal administrations, philatelic associations, stamp dealers, stamp agencies, stamp printers and interesting parties or individuals, should write to the **MACAO2018 Organizing Committee**, for application to use the logo and mascot of MACAO2018 for promotion and/or to produce their own merchandise and souvenirs, indicating, namely, the purpose and the quantity.
- b. Upon receipt of written confirmation by the **MACAO2018 Organizing Committee**, product designs must be submitted for approval by the Organizing Committee before fabrication.
- c. 20 copies of finished products of each design must be submitted for record of the **MACAO2018 Organizing Committee**.

### 3.4.2 Other sales of merchandise

- a. Dealers are prohibited from selling, displaying or demonstrating any unauthorized or pirated products. Activities violating copyright are strictly prohibited in the venue. In case there is sufficient evidence for sale or display of the above-mentioned products, the dealer will be regarded as violating the regulation of the Exhibition, which will be punishable by termination of the right to use the booth and such cases will be reported to the Customs and corresponding government departments.
- b. Any sale of obscene, low quality, counterfeit or faulty products is prohibited and the Organizer reserves the right to ban any demonstration or sale of these products.
- c. Products of indecency and coarse features cannot be sold, and any commercial actions against the Macao Special Administrative Region law are prohibited. The Organizer reserves the right to cease the activities and report to the police.
- d. Dealers are expected to conduct themselves in a disciplined manner. Activities which may cause disturbance to other dealers or visitors like distributing questionnaires or harassing visitors are not allowed.
- e. Dealers and their staff are prohibited from entering other dealer's booths unless being invited or authorized.
- f. In case a dealer's behavior is found and proved to have any damage to the reputation of, Macao Special Administrative Region, the Organizer and/or any other organizations, the Organizer reserves the right to cancel the dealer's qualification. This also applies to product safety, copyright, labour rights, environmental protection, etc.
- g. Dealers must not take any action that will jeopardize the image and reputation of MACAO2018 Asian International Stamp Exhibition. The Organizer has the right to terminate the corresponding action and claim for losses and legal responsibility incurred by the dealer.

### **3.5 Admission**

The Organizer reserves the right to refuse admission of any dealers or their agents who are, at the absolute discretion of the Organizer, regarded as unfit, intoxicated or in any way likely to create disturbance or discomfort to the Exhibition or other dealers or visitors.

### **3.6 Propaganda & Posters**

The Organizer has the right to remove any propaganda or posters which, in the opinion of the Organizer, do not conform to the purpose and image of the Exhibition.

## **4. EXCLUSION OF LIABILITY**

- a. Dealers in violation of any part of the Terms and Conditions, upon the cancellation of the eligibility of Dealers, all payments will not be returned. At the same time, dealers cannot request for any compensation from the Organizer. Any derived costs and losses due to violation of rules shall be borne by the dealers.

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- b. Any natural disaster, war, health concerns (such as the outbreak of Severe Acute Respiratory Syndrome), terrorist attacks, intimidation, riot, demonstrations, internal disturbance, not an accident that could have been avoided or any form of death and injury caused by something outside the scope of control of the Organizer will not be regarded as negligence of the Organizer, contractor or their employees.
- c. The Organizer is not liable for any of its decision / action that in any way whatsoever cause the dealers any loss or damage. Dealers are responsible for the safeguarding of their belongings, properties and merchandise in due course whether during transportation or in the venue.
- d. The Organizer shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made by the dealers during or as a result of the Exhibition.
- e. The Organizer reserves the right to exercise a general lien over any property the dealer has in the Exhibition venue in a respect of all money due to the Organizer, including claims for the damages in connection with the Exhibition.
- f. The dealer must ensure that the goods brought into the Exhibition will not cause any complaint or legal proceeding. If so, the dealer must be responsible for all indemnifications, compensations or any expenses incurred due to lawsuit.
- g. All personal information disclosed by the dealer upon application is limited to the use for the MACAO2018 only. For enquiries, please contact the Organizer.

## 5. BOOTH DESIGN & FACILITIES

### 5.1 Standard Booths

- a. When two or more consecutive booths are ordered by the same dealer, only the panel(s) in between the booths will be removed.
- b. No nails are allowed on the booth panel walls, or a penalty for each damaged wall will be charged to the dealer (or booth holder).
- c. All electrical fitting, including lighting, should be approved by the Official Stand Contractor and only certified electrical devices can be used.
- d. The Organizer reserves the right to install power switches and fuse boxes inside an appropriate place in the booth(s).
- e. All merchandise **and booth materials** shall be removed immediately after the closing of the Exhibition according to the arrangements and within the time limits specified by the Organizers.

## 5.2 Electricity

- a. All electrical installation work at the exhibition venue must be carried out solely by the Official Stand Contractor.
- b. Basic lighting will be provided by the Organizer. The standard level of power supply is: Single phase 220 volt – 50Hz; Triple phase 380 volt – 50Hz. Power supply will be turned off in 30 minutes after daily closing hours.
- c. Each electric socket shall be used by one electrical appliance only. Use of extension cords is strictly prohibited.
- d. Dealers using a variety of electrical appliances shall apply to the Organizer for the supply of the appropriate wattage socket, according to the number of electrical and respective wattage, in order to avoid power consumption overload.
- e. If the Dealers violate the rules and regulations for the use of electricity and their booths' electric power supply have been interrupted the Organizer, they have to pay administration charges to the Organizer for the corresponding reconnection of the power supply, with additional charges for applying for extra power connection. The Organizer will complete the reconnection within 24 hours.
- f. If required, Dealers can apply in advance for 24 hours power supply from the Official Stand Contractor.

