



澳門特別行政區政府
Governo da Região Administrativa Especial de Macau

經濟局

Direcção dos Serviços de Economia

Terms and Conditions of the International Meeting and Trade Fair Support Program (as amended)

Effective from 17 August 2015



Contents

General Description.....	3
(1) Purpose.....	3
(2) Beneficiary.....	3
(3) Scope of Coverage.....	4
(4) Grantor.....	4
(5) Nature.....	4
(6) Approval and Assessment.....	5
(7) Limitations.....	6
(8) Application Period.....	7
(9) Definitions.....	8
(10) Conditions Governing the Obtainment of Support.....	9
(10.1) Confirmed International Meetings.....	9
(10.2) Confirmed Trade Fairs.....	13
(11) Right to Inspect.....	17
(12) Notice of Result.....	17
(13) Settlement Procedures.....	17
(14) Cancellation of Support.....	18
(15) Document Requirements.....	18



Program Title: The International Meeting and Trade Fair Support Program

Department in-charge: The Conventions and Exhibitions and Economic Activities Development Department of the Macao Economic Services

Place of Application: The Macao Economic Services
2/F, Luso International Bank Building,
No. 1-3 Rua Dr. Pedro José Lobo, Macao

Means of Application: Submission can be made in person, by mail, by email or by fax to the Macao Economic Services

Effective Date: 1 January 2014

Office Hours: Monday to Thursday: 09:00-13:00; 14:30-17:45
Friday: 09:00-13:00; 14:30-17:30

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- (1) Purpose:** The International Meeting and Trade Fair Support Program aims to lend support to organizers and planners of international meetings and trade fairs to be held in Macao, by means of providing basic assistance and financial support. Such measures are expected to elevate the overall competitiveness of the industry and to help Macao evolve into a favoured destination of such events.
- (2) Beneficiary:** Individuals, legal entities or associations, acting as organizers or planners of “International Meetings” and/or “Trade Fairs” to be held in Macao.



(3) Scope of

Coverage: The Program provides basic assistance and/or financial support to eligible applicants for organizing and hosting the following events in Macao:

- ◆ Confirmed “International Meetings”; and
- ◆ Confirmed “Trade Fairs”

(4) Grantor:

Granting of basic assistance and financial support in this Program shall be subject to the approval of the Macao Industrial and Commercial Development Fund.

For every single event, the Macao Industrial and Commercial Development Fund shall grant support either through this Program or the Convention and Exhibition Stimulation Program. Should any application submitted under this Program be declined by the Grantor or withdrawn at the Applicant’s request according to the relevant provisions, the concerned stakeholder shall not be prevented from submitting an application to the Macao Industrial and Commercial Development Fund regarding the same event in accordance with the Terms and Conditions of the Convention and Exhibition Stimulation Program. All application dossiers shall be sorted and handled in the order of their receipt.

(5) Nature:

Basic assistance and financial support in this Program are non-repayable incentives.

Financial support is granted to an Applicant based on the actual expenses incurred for organizing the relevant event. Amounts thus granted do not constitute income, commission or receipts of a similar nature to the Applicant.



(6) Approval and Assessment

- (6.1) As from Effective Date of the Program, financial support approved and granted through the Program has always been made through the dispersal of public funds. As such, the Grantor has been exercising discretion in assessing applications, to ensure that public resources are being used in an appropriate and prudent manner.
- (6.2) The Grantor takes into consideration issues, including but not limited to the following, before making a decision to grant approval or partial approval, or to deny the approval of an application:
- (6.2.1) The event concerned is being held in the public interest;
 - (6.2.2) The hosting of the event concerned and previous events of the same series contributes to the economic welfare of the society;
 - (6.2.3) The hosting of the event concerned is in zinc with the development needs of the convention and exhibition industry of Macao;
 - (6.2.4) Expenditure to be made on the support items applied for conforms to the principles of efficiency, effectiveness and economy;
 - (6.2.5) Past records of the Applicant and its connected parties in terms of event organization and the management of applications through the Program and the “Convention and Exhibition Stimulation Program”;
 - (6.2.6) The availability of funds set aside for the Program;
 - (6.2.7) The compliance of the application with the terms and conditions of the Program;
 - (6.2.8) Subsidies on the event concerned received or expected to be received from other governmental departments or bodies.
- (6.3) The Grantor, acting in the public interest and under all circumstances, reserves the right to deny approval of applications submitted.



- (7) Limitations:**
- (7.1) Each Applicant shall be granted basic assistance and/or financial support only once every fiscal year for the same type of event with the same theme.
 - (7.2) Apart from the conditions indicated in (7.3), service providers employed under the support items shall be individuals or enterprises legally registered to operate in Macao. Service providers who are individuals shall be Macao residents; while those which are enterprises shall have at least 50% of their capital contributed by Macao residents (venue providers, hotels and travel agencies excepted).
 - (7.3) With respect to support provided under “Promotion and Marketing”, “Interpretation and Translation” and “Logistics”, the relevant service providers shall be individuals or enterprises legally registered to operate in Macao.
 - (7.4) The Applicant shall report all relevant information about any subsidy applied for and granted by other Macao SAR Government departments or institutions.



(8) Application

Period:

All applications and required documents shall be submitted by the Applicant to the Macao Industrial and Commercial Development Fund at least 90 days prior to the commencement date of the event. Any application which fails to be submitted within the abovementioned period shall be denied by the Macao Industrial and Commercial Development Fund.

In the case of modification to a submitted application, the Applicant concerned shall notify the Macao Industrial and Commercial Development Fund in writing at least 90 days prior to the commencement date of the event.

In the case of cancellation of a submitted application, the Applicant concerned shall notify the Macao Industrial and Commercial Development Fund in writing at least 45 days prior to the commencement date of the Event.



(9) Definitions:

(9.1) International Meetings

For the purpose of this Program, “International Meetings” shall mean events fulfilling the conditions named below:

- I. The meetings are being held on a regular basis.
- II. The meetings shall have a duration of a minimum of 3 consecutive days of full-day meetings; or 2 consecutive days of full-day meetings with 1 day of full-day activities. The aforementioned 3 days of meetings shall accrue a minimum of 12 hours’ actual meeting time; whilst the 2 days of meetings shall accrue a minimum of 10 hours’ actual meeting time, with the 1 day of activities lasting for a minimum of 6 hours.
- III. The meetings are being held alternately in at least three countries or regions, with exception to the first and the second sessions of the meeting series. In the case of the concerned event being a second session, the first shall have been held in a different country or region.
- IV. A minimum of 200 attendees shall collectively attend or participate in the 3 days of full-day meetings, or the 2 days of full-day meetings with 1 day of full-day activities.
- V. Attendees shall come from at least 5 countries, with no less than 10 attendees from each country. Macao residents shall comprise no more than 60% of all attendees.

(9.2) Trade Fairs

For the purpose of this Program, “Trade Fairs” shall mean events fulfilling the conditions named below:

- I. The exhibitions are being held on a regular basis, for a short term, with definite commencement and conclusion dates.
- II. The exhibitions shall have a duration of at least 3 consecutive days, the period within which, the exhibitions shall be open to visitors for a minimum of 6 hours per day.
- III. During the course of the event, the exhibition shall occupy a minimum of 3,000 square metres of actual paid rental space per day.



- IV. The number of exhibitors from outside Macao shall account for at least 40% of the total.
- V. For every 9 square metres of net exhibition area, at least 1 qualified overseas buyer shall be successfully invited to Macao to visit the exhibition.

(10) Conditions Governing the Obtainment of Support:

(10.1) Confirmed “International Meetings”

(i): Basic

Assistance: (I) Promotional Assistance

- ◆ Complimentary tourist information kits and welcome gifts
- ◆ Promotional video on Macao
- ◆ Event information published in relevant websites of the Macao SAR Government
- ◆ Distribution of event information at the reception offices of the Macao Economic Services and the information counters of the Macao Government Tourist Office (provision subject to the sole discretion of the Macao Economic Services)
- ◆ Distribution of event information with the assistance of overseas representatives of the Macao Government Tourist Office (provision subject to the sole discretion of the Macao Economic Services)
- ◆ Free admission to the Wine Museum and Grand Prix Museum

(II) Facilitation in Liaison with Relevant Government Departments

- ◆ Facilitation in liaison with relevant government departments as needed (provision subject to the sole discretion of the Macao Economic Services)



(ii): Financial

Support: (I) Accommodation for General Attendees

The support of 30% of the accommodation cost incurred at local hotels with a maximum of 5 nights' stay will be granted, subject to the following conditions:

- ◆ Applicable accommodation period ranges from the 2 nights prior to the commencement date of the meeting to the 2 nights immediately following the closing date of the meeting. Support will be considered only for accommodation taken in a period that reasonably covers the actual meeting period; and
- ◆ The maximum room rate qualified for the support is MOP1,300 per night, inclusive of service charges and taxes.

(II) Food and Beverage or Meeting Package

The support of a maximum amount of MOP800 for the Food and Beverage (F&B) expenses or meeting package expenses for each attendee will be granted, subject to the following conditions:

- ◆ The catering venues patronized by the attendees shall possess valid operating licenses issued by the Macau Government Tourist Office or the Civic and Municipal Affairs Bureau;
- ◆ F&B shall be consumed during the event, or 1 day prior to or after the event; and
- ◆ The F&B expenditure applies to the consumption by all attendees at the same time.



(III) Accommodation and Transportation for Keynote Speakers and Heads of Delegation

Accommodation

The support of a maximum of 4 nights' accommodation cost incurred at local hotels for each Keynote Speaker and Head of Delegation will be granted, subject to the following conditions:

- ◆ Applicable accommodation period ranges from the 2 nights prior to the commencement date of the meeting to the 2 nights immediately following the closing date of the meeting. Support will be considered only for accommodation taken in a period that reasonably covers the actual meeting period; and
- ◆ The maximum room rate qualified for the support is MOP1,800 per night, inclusive of service charges and taxes.

Transportation

The support of 75% of the transportation expenses for each Keynote Speaker and Head of Delegation will be granted, subject to the following maximum limits:

- ◆ Departure from within Asia: MOP9,000
- ◆ Departure from outside Asia: MOP20,000

Other Conditions

- ◆ With respect to a supported event, the maximum number of Keynote Speakers supported shall be 30;
- ◆ With respect to a supported event, the maximum number of Heads of Delegations supported shall be 30, while each delegation shall have a minimum of 3 delegates. Delegations shall be organized on a reasonable basis (e.g. by country, region, association, etc.)



(IV) Promotion and Marketing

The support of 50% of the cost incurred on promotional and marketing activities will be granted, up to a maximum amount of MOP100,000. Such expenses qualified for support shall be incurred during the period between 6 months prior to and 1 month after the event.

(V) Interpretation and Translation

The support of 50% of the cost incurred on interpretation and translation will be granted, up to a maximum amount of MOP60,000. Such expenses qualified for support shall include:

- ◆ Expenses on interpretation incurred during the meetings and the full-day activities; and
- ◆ Expenses on the translation of promotional and meeting materials.

(VI) Opening Ceremony

The support for expenses for the opening ceremony (including MC recruitment, basic stage setup, backdrop, bundle of ribbons, ribbon cutting and similar PR functions, etc.) will be granted, subject to the following maximum limits:

- ◆ 200 to 1,000 actual attendees: MOP30,000
- ◆ 1,001 actual attendees and above: MOP50,000

(VII) Venue Rental for Exhibition

The support of 25% of the venue rental for exhibition actually paid will be granted, subject to the following conditions:

- ◆ The exhibition shall be held concurrently with, at the same venue, and with the same or a related theme as the meeting;
- ◆ The exhibition shall occupy a minimum of 500 square metres of actual paid rental space per day; and



- ◆ The maximum rate qualified for the support is MOP26 per square metre per day.

(10.2) Confirmed “Trade Fairs”

(i): Basic

Assistance: (I) Promotional Assistance

- ◆ Complimentary tourist information kits and welcome gifts
- ◆ Promotional video on Macao
- ◆ Event information published in relevant websites of the Macao SAR Government
- ◆ Distribution of event information at the reception offices of the Macao Economic Services and the information counters of the Macao Government Tourist Office (provision subject to the sole discretion of the Macao Economic Services)
- ◆ Distribution of event information with the assistance of overseas representatives of the Macao Government Tourist Office (provision subject to the sole discretion of the Macao Economic Services)
- ◆ Free admission to the Wine Museum and Grand Prix Museum

(II) Facilitation in Liaison with Relevant Government Departments

- ◆ Facilitation in liaison with relevant government departments as needed (provision subject to the sole discretion of the Macao Economic Services)



(ii): Financial

Support: (I) Venue Rental

The support of 40% of the venue rental actually paid during the exhibition and 25% of the venue rental actually paid during installation (move-in) and dismantling (move-out) will be granted, subject to the following conditions:

- ◆ With respect to the support for venue rental during installation (move-in) and dismantling (move-out), the rented space qualified for the support does not include warehousing or unloading facilities located outside the exhibition area. The total rented space thus supported shall not exceed the reported total exhibition area; and
- ◆ The maximum rate qualified for the support is MOP26 per square metre per day.

(II) Accommodation for General Participants

The support of 10% of the accommodation cost incurred at local hotels with a maximum of 5 nights' stay will be granted, subject to the following conditions:

- ◆ A minimum of 100 rooms per night, for at least 2 consecutive nights, shall be booked under the event in local hotels;
- ◆ Applicable accommodation period ranges from the 2 nights prior to the commencement date of the exhibition to the 2 nights immediately following the closing date of the exhibition. Support will be considered only for accommodation taken in a period that reasonably covers the actual exhibition period; and
- ◆ The maximum room rate qualified for the support is MOP1,300 per night, inclusive of service charges and taxes.



(III) Hardware Support

The support for hardware and its installation (including audio-visual equipment, basic booth setup and production of street banners, etc.) of a maximum amount of MOP300,000 will be granted.

(IV) Opening Ceremony

The support for expenses for the opening ceremony (including MC recruitment, basic stage setup, backdrop, bundle of ribbons, ribbon cutting and similar PR functions, etc.) of a maximum amount of MOP100,000 will be granted.

(V) Accommodation and Transportation for Qualified Buyers:

Accommodation

The support of a maximum of 4 nights' accommodation cost incurred at local hotels for each Qualified Buyer will be granted, subject to the following conditions:

- ◆ Applicable accommodation period ranges from the 2 nights prior to the commencement date of the exhibition to the 2 nights immediately following the closing date of the exhibition. Support will be considered only for accommodation taken in a period that reasonably covers the actual exhibition period; and
- ◆ The maximum room rate qualified for the support is MOP1,800 per night, inclusive of service charges and taxes.

Transportation

The support of 75% of the transportation expenses for each Qualified Buyer will be granted, subject to the following maximum limits:

- ◆ Departure from within Asia: MOP7,000
- ◆ Departure from outside Asia: MOP15,000



Other Conditions

- ◆ Taking the size of standard exhibition booth (9 square metres) as the basis of calculation, each standard exhibition booth shall procure the support of 3 Qualified Buyers;
- ◆ The number of Qualified Buyers supported shall be calculated as the rounded-off result from the division of exhibition booth areas by the size of a standard exhibition booth. For example, an exhibition booth of 25 square metres procures the support for 8 Qualified Buyers ($25/9 \times 3 = 8.33$, which rounds down to 8);
- ◆ Capacity of a Qualified Buyer shall be evidenced by a written declaration issued by a local industry association or government authority in the place where the Buyer comes from; otherwise, the Buyer shall provide a self-declaration duly prepared and signed by him-/herself or on his/her corporate letter-headed paper, submitted together with confirmations issued by two of the [Macao Convention & Exhibition Association](#), the [Macao Fair & Trade Association](#) or the [Association of Advertising Agents of Macao](#), and the event organizer, certifying him/her as a business operator in the industry.

(VI) Logistics

The support of 50% of the cost incurred on logistics activities for exhibits, inventory and exhibition materials will be granted, up to a maximum amount of MOP150,000. Such expenses qualified for support may include those incurred by the Applicant and those by the exhibitors, subject to the following conditions:

- ◆ The application for this support shall be made, on a consolidated basis, by the Applicant; and
- ◆ If the costs concerned relate to those incurred by



exhibitors, the Applicant shall submit declarations issued by the relevant exhibitors confirming the latter's acknowledgement that application and settlement are to be administered by the Applicant on a consolidated basis.

(VII) Promotion and Marketing

The support of 50% of the cost incurred on promotional and marketing activities will be granted, up to a maximum amount of MOP200,000. Such expenses qualified for support shall be incurred during the period between 6 months prior to and 1 month after the event.

(11) Right to

Inspect:

During the event, the Macao Economic Services has the right to dispatch staff to the event's venue for the inspection and verification of information regarding the event, for which purpose the Applicant has the obligation to provide the necessary coordination and facilitation. The Applicant shall also permit staff from the Statistics and Census Service to collect data at the venue during the event.

(12) Notice of

Result:

Upon due consideration, the Macao Industrial and Commercial Development Fund will notify the Applicant of its approval or disapproval of the application in writing.

(13) Settlement

Procedures:

The Applicant shall first fully pay and settle all expenses incurred for the event concerned.

The Applicant shall submit the required post-event documents to the Macao Economic Services for assessment within 60 days after the conclusion of the event.

Upon confirmation that the event concerned has been held in accordance with the relevant provisions stipulated under this Program, as evidenced by documents submitted by the Applicant and information gathered by the Macao Economic Services, the Macao Industrial and Commercial



Development Fund shall undertake the relevant settlement and payment procedures, in accordance with the terms of approval and based on the actual expenditure made by the Applicant qualified for settlement.

Financial support is granted to the Applicant based on the actual expenses incurred. Such amounts do not constitute income, commission or receipts of a similar nature to the Applicant.

(14) Cancellation

of Support: In the case of the Applicant having successfully obtained support by means of making false declaration, providing false materials or pursuing other illegal practices, the Macao Industrial and Commercial Development Fund shall cancel the relevant granting of support.

Shall any of the following circumstances arise, the Macao Industrial and Commercial Development Fund shall cancel the relevant granting:

- ◆ The Applicant fails to hold the concerned event during the period as reported;
- ◆ The Applicant fails to submit the required post-event documents within the stipulated period after the conclusion of the event.

(15) Document

Requirements: The Applicant shall submit the following documents, as appropriate:

Documents for Application

All the following documents shall be submitted within the Application Period:

- ◆ Application Form duly completed and signed by the legal representative(s);
- ◆ The Applicant who is an individual shall provide copy of a valid identification document and copy of the business opening declaration (M/1 form) issued by the Financial Services Bureau of the Macao SAR Government;
- ◆ The Applicant which is a legal entity shall provide its business registration documents (e.g. business registration documents issued by local government departments, business registration certificates of



Macao, copies of the M/1 form and the industrial tax M/8 form, etc.);

- ◆ The Applicant which is a non-profit organization shall provide its incorporation documents (e.g. registration documents issued by its local government departments, Official Gazette of the Macao SAR Government containing its bylaws, copy of the registration certificate issued by the Identification Bureau of Macao, etc.);
- ◆ Copies of documents evidencing that the event is confirmed to be held (e.g. agreement and official receipt of deposit, etc.);
- ◆ Details of the event:

For “International Meetings”, the following materials shall be included:

- Program/agenda and implementation plan of the meeting;
- Nature and background of the meeting, including details related to previous sessions (at least two sessions) and other information (submission is exempted for first sessions of the meeting series, while for second sessions, information related to the preceding session shall be submitted);
- Profiles of the meeting organizers and the local professional convention organizers/destination management companies employed by the former;
- Estimated areas and sizes of the meeting venues and those of the concurrent exhibition (if any), accompanied with quotation issued by and venue rental agreement entered with the venue provider;
- Estimated number of attendees from Macao and from overseas (grouped by country);
- Name list of the expected attendees (grouped by date, country and region);
- Estimated average spending of each overseas attendee;
- Estimated number of hotels and guestrooms to be used;
- Service providers in Macao expected to be employed;
- Name list of Keynote Speakers and related information, including the resume of each Keynote Speaker, his/her participation in the meeting rundowns and topics of discussions, etc.; and
- Name list of Heads of Delegations and related information, including the basis of organization and the delegates.



For “Trade Fairs”, the following materials shall be included:

- Schedule and implementation plan of the exhibition;
- Nature and background of the exhibition, including details related to previous events of the same series;
- Profiles of the trade fair organizers and the local professional exhibition organizers/destination management companies employed by the former;
- Estimated areas and sizes of the exhibition venues, accompanied with quotation issued by and venue rental agreement entered with the venue provider;
- Estimated number of exhibitors (from Macao and from overseas)
- Name list of expected exhibitors and related information (including names, booth numbers and sizes, floor plans, etc.)
- Estimated number of participants (from Macao and from overseas)
- Estimated number of qualified overseas buyers being successfully invited to Macao to visit the exhibition;
- Name list of Qualified Buyers and their declarations. Capacity of a Qualified Buyer shall be evidenced by a written declaration issued by a local industry association or government authority in the place where the Buyer comes from; otherwise, the Buyer shall provide a self-declaration duly prepared and signed by him-/herself or on his/her corporate letter-headed paper, submitted together with confirmations issued by two of the [Macao Convention & Exhibition Association](#), the [Macao Fair & Trade Association](#) or the [Association of Advertising Agents of Macao](#), and the event organizer, certifying him/her as a business operator in the industry;
- Estimated average spending of each overseas participant;
- Estimated number of hotels and guestrooms to be used;
- Service providers in Macao expected to be employed.



Post-event Documents

The Applicant shall complete and submit questionnaire(s) distributed by the Statistics and Census Service, and obtain the latter's confirmation of the same within 30 days after the conclusion of the event.

All the following documents shall be submitted within 60 days after the conclusion of the event:

◆ Post-event Report:

For "International Meetings", the following materials shall be included:

- Actual date and time of the meeting;
- Profiles of the actual organizers and the local professional convention organizers/destination management companies employed by the former;
- Actual areas and sizes of the meeting venues and those of the concurrent exhibition (if any), accompanied with the floor plans;
- Actual number of attendees from Macao and from overseas (grouped by country);
- Name list of the actual attendees (grouped by date, country and region);
- Actual number of hotels and guestrooms used;
- Rooming list issued by the hotels, accompanied with information on the room rates per night;
- Official receipts of payments related to the event, issued by the service providers employed in Macao (venue providers, hotels and travel agencies excepted), together with copies of the industrial tax M/8 form, the operating licenses, identification documents of individual proprietors, and documents evidencing that at least 50% of the service providers' capital has been contributed by Macao residents (e.g. business registration certificate/report, etc.);
- Official receipts of payments issued by the providers of promotion and marketing services, and interpretation and translation services, together with copies of the industrial tax M/8 form, the operating licenses and documents evidencing that these service providers have been legally registered to operate in Macao (e.g. the M/1 form, etc.);



- With respect to the support for Keynote Speakers, the Applicant shall provide (a) the name list of Keynote Speakers actually attending the meeting; (b) as regards the support for accommodation, the rooming list and receipts issued by the hotels; and (c) as regards the support for transportation, (i) the receipt of payment and (ii) the incoming boarding pass, ferry or coach ticket, etc., of each Speaker;
- With respect to the support for Heads of Delegations, the Applicant shall provide (a) the name list of Delegates actually attending the meeting, with the Heads of Delegations identified, (b) as regards the support for accommodation, the rooming list and receipts issued by the hotels; and (c) as regards the support for transportation, (i) the receipt of payment and (ii) the incoming boarding pass, ferry or coach ticket, etc., of each Head;
- Marketing and promotional tools and materials (some of which may be evidenced by photos);

For “Trade Fairs”, the following content shall be included:

- Actual date and time of the exhibition;
- Profiles of the actual organizers and the local professional exhibition organizers/destination management companies employed by the former;
- Actual areas and sizes of the rented exhibition venues, accompanied with the floor plans;
- Actual number of exhibitors (from Macao and from overseas);
- Name list of the actual exhibitors and relevant information (including the names, booth numbers and sizes, floor plans, etc.)
- Actual number of participants (from Macao and from overseas);
- Name list of the qualified overseas buyers being successfully invited to Macao to visit the exhibition, accompanied with their incoming boarding passes, ferry or coach tickets, etc.
- Actual number of hotels and guestrooms used;
- Rooming list issued by the hotels, accompanied with information on the room rates per night;
- With respect to the support for Qualified Buyers, the Applicant shall provide (a) the name list of the Qualified Buyers actually visiting the



- exhibition; (b) as regards the support for accommodation, the rooming list and receipts issued by the hotels; and (c) as regards the support for transportation, the receipts of payment, of each Buyer;
- Official receipts of payments related to the event, issued by the service providers employed in Macao (venue providers, hotels and travel agencies excepted), together with copies of the industrial tax M/8 form, the operating licenses, identification documents of individual proprietors, and documents evidencing that at least 50% of the service providers' capital has been contributed by Macao residents (e.g. business registration certificate/report, etc.);
 - Official receipts of payments issued by the providers of promotion and marketing services, and logistics services, together with copies of the industrial tax M/8 form, the operating licenses and documents evidencing that these service providers have been legally registered to operate in Macao (e.g. the M/1 form, etc.);
 - With respect to the support for logistics, if the cost concerned relate to those incurred by exhibitors, the Applicant shall submit the declarations issued by the relevant exhibitors confirming the latter's acknowledgement that application and settlement are to be administered by the Applicant on a consolidated basis;
 - Marketing and promotional tools and materials (some of which may be evidenced by photos);
 - ◆ Official receipts of payments under the items supported. The Macao Industrial and Commercial Development Fund shall only take into consideration and base its settlement on receipts issued by providers of the related services;
 - ◆ Photos and promotional materials of the items supported.

The Macao Economic Services has the right to require the Applicant to submit other documents, reports or information it deems necessary.