







Application Form for Rental of Convention and Exhibition Venues of Macao Science Center

1 Name	Name of event:							
	Applicant in English:				<input type="checkbox"/> Estimated number of participants: _____ persons <input type="checkbox"/> Open to the public			
	Applicant in Chinese:				<input type="checkbox"/> Special promotion: Most participants are young people <input type="checkbox"/> Convention hall > 150 young people <input type="checkbox"/> Meeting room > 70 young people <input type="checkbox"/> Exhibition gallery or other exhibition venues > 100 young people			
2 Date	Single day: _____, (Day of Week) _____ multiple days: _____, _____, _____ days in total Note: The dates of setup, testing and dismantlement are not included. Please go to Item "5 Setup".							
3 Plans and Venues	<input type="checkbox"/> Plan A - Basic plan for 4 hours _____ : _____ ~ _____ : _____	<input type="checkbox"/> Convention hall 606m ² <input type="checkbox"/> \$ 15,500 <input type="checkbox"/> Every extra hour \$ 3,900	<input type="checkbox"/> Meeting room 1/ 2/ 3/ 4 (72m ²) <input type="checkbox"/> \$ 3,400 <input type="checkbox"/> Every extra hour \$ 850	<input type="checkbox"/> Meeting rooms 3+4 (connected) <input type="checkbox"/> \$ 6,800 <input type="checkbox"/> Every extra hour \$1700	<input type="checkbox"/> Exhibition Gallery of the Convention Center (100 m ²) <input type="checkbox"/> Lobby Gallery (45m ²) <input type="checkbox"/> less than 7 days \$ 4000/per day <input type="checkbox"/> 7-14 days \$ 3400/per day <input type="checkbox"/> more than 14 days \$ 2800/per day			
	<input type="checkbox"/> Plan B - Full-day plan _____ : _____ ~ _____ : _____	<input type="checkbox"/> \$ 28,500 <input type="checkbox"/> Every extra hour \$ 3,900	<input type="checkbox"/> \$ 6,000 <input type="checkbox"/> Every extra hour \$ 850	<input type="checkbox"/> \$ 12,000 <input type="checkbox"/> Every extra hour \$1,700				
	<input type="checkbox"/> Plan C - Banquet plan _____ : _____ ~ _____ : _____	<input type="checkbox"/> \$ 41,500 <input type="checkbox"/> Every extra hour \$ 5,850	<input type="checkbox"/> Other types of conventions and exhibitions: _____ venue (special offer)					
	Notes: For Plan A, please select any four hours between 09:00 and 19:00. If less than four hours, it is also counted as four hours. For Plan B, the convention hall or meeting room can be used between 09:00 and 19:00; the exhibition gallery of the convention center can be used between 09:00 and 19:00. Plan C applies only to the convention hall. Please select any seven hours between 09:00 and 23:00. If there are commercial activities such as price listing and trading, the total rental fee is subject to a 50% surcharge.							
4 Equipment	Pay items	Hall	Room	Others	MOP	Free items	Number	Description
	<input type="checkbox"/> 1. VIP room	<input type="checkbox"/>	<input type="checkbox"/>		2,600/day	<input type="checkbox"/> 29. Foldable rectangular conference table	Pieces	Size: 1,200 × 600 mm/120 units. Tablecloth can be arranged.
	<input type="checkbox"/> 2. One-meter-high isolation stanchion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	500/day	<input type="checkbox"/> 30. Foldable rectangular meal table	Pieces	Size: 1800 X 600 mm / 20 units.
	<input type="checkbox"/> 3. A3 metal transverse indicator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	500/day	<input type="checkbox"/> 31. Tall, round cocktail table	Pieces	Size: Diameter 600 mm/10 units.
	<input type="checkbox"/> 4. Two sets of 2,000 W movable yellow headlamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300/day	<input type="checkbox"/> 32. 12-person round banquet table	Pieces	Size: Diameter 2,000 mm/20 units
	<input type="checkbox"/> 5. Movable type (two microphones and sound players, excluding video)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6500/day	<input type="checkbox"/> 33. 18-person round banquet table	Pieces	Size: Diameter 3,200mm/1 unit.
	<input type="checkbox"/> 6. Movable type (18 group meeting microphones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1700/day	<input type="checkbox"/> 34. Square walnut tea table	Pieces	Size: 600(L) X600(W) X450(H) / 5 units.
	<input type="checkbox"/> 7. Movable type (65" LCD TV and playback equipment) × 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2600/day	<input type="checkbox"/> 35. Red banquet chair	Pieces	Size: 450(W) X500(D) X930(H) / 400 units.
	<input type="checkbox"/> 8. Online meeting system (three tracking lens and 16 group meeting microphones)		<input type="checkbox"/> (Meeting Room 2 Only)		5,000/day	<input type="checkbox"/> 36. Black VIP armchair	Pieces	Size: 600(W) X620(D) X820(H) / 30 units.
	<input type="checkbox"/> 9. Single-screen LED display (10 m × 3.5 m) hall (7 m × 2.5 m) room	<input type="checkbox"/>	<input type="checkbox"/>	(Hall) 5,000/day (3+4 Meeting Room) 2,500/day		<input type="checkbox"/> 37. Single-seat leather sofa	Pieces	Size: 800(L X900(W) X850(H) / 15 units.
	<input type="checkbox"/> 10. 2 to 3 split-screen LED displays	<input type="checkbox"/>	<input type="checkbox"/>	(Hall) 8,000/day (3+4 Meeting Room) 4,000/day		<input type="checkbox"/> 38. Rostrum	units	Wood color
	<input type="checkbox"/> 11. More than 3 split-screen LED displays	<input type="checkbox"/>	<input type="checkbox"/>	(Hall) 10,000/day (Room) 5,000/day		<input type="checkbox"/> 39. Power extension cord	sets	Size: 300 cm/2 sets. No plug socket or electrical socket.
	<input type="checkbox"/> 12. Single-angle video recording service (Excluding clipping and subtitling) <input type="checkbox"/> Delete the file directly after burning <input type="checkbox"/> Keep the file for seven days after burning	<input type="checkbox"/>	<input type="checkbox"/>	1,700/ 4 hours 1,950/7 hours		Free-to-borrow audio equipment		Description
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> 40. Sound system for convention hall		Including 4 microphones; for projection, please select "Charging Items 9-11 or 22"

<input type="checkbox"/> 13. Four-hour multi-angle video recording service (including clipping) <input type="checkbox"/> Delete the file directly after burning <input type="checkbox"/> Keep the file for seven days after burning	<input type="checkbox"/>		3,250/ 4 hours	<input type="checkbox"/> 41. Audio-video system for meeting room 1/2/3/4 Including 2 microphones, projector and projection screen. Note: The audio-video files provided by the organizer must be submitted to the venue for testing no later than one day before the event; otherwise it will be regarded as approval of the audio equipment set up by our company.
<input type="checkbox"/> 14. Full-day multi-angle video recording service (including clipping) <input type="checkbox"/> Delete the file directly after burning <input type="checkbox"/> Keep the file for seven days after burning	<input type="checkbox"/>		5,200/ 7 hours	
<input type="checkbox"/> 15. Live-streaming service Note: Please also tick one of Item 12/13/14	<input type="checkbox"/>	<input type="checkbox"/>	1,300/day	<input type="checkbox"/> 42. Visit to Exhibition Center of Macao Science Center people This service is only available on the day of the event. Visits must be arranged in groups and the maximum number of people entering the site each time shall not exceed 100. No tour guide. Note: The opening hours are 10:00-18:00 from Monday to Sunday. The Center is closed on Thursdays and opens as usual on public holidays.
<input type="checkbox"/> 16. On-site recording service	<input type="checkbox"/>	<input type="checkbox"/>	650/day	
<input type="checkbox"/> 17. Mobile simultaneous interpretation system: 2 interpretation channels		<input type="checkbox"/>	5200/day	
<input type="checkbox"/> 18. Fixed simultaneous interpretation system: <input type="checkbox"/> 2/ <input type="checkbox"/> 3 interpretation channels Note: Interpreters are not included in Items 17 and 18. Interpreters provided by the organizer should proactively test the interpretation system on site before the event; otherwise, it shall be regarded as approval of the interpretation system or equipment arrangement of our company.	<input type="checkbox"/>		5200/day	
<input type="checkbox"/> 19. Fixed stage	<input type="checkbox"/>		2600/day	 <input type="checkbox"/> Desk type
<input type="checkbox"/> 20. Flexible stage	<input type="checkbox"/>		3900/day	 <input type="checkbox"/> Theatre type
<input type="checkbox"/> 21. Computer lamp	<input type="checkbox"/>		1300/day	 <input type="checkbox"/> O-shape
<input type="checkbox"/> 22. Four-hour 20KW Outdoor EV Charger		(2 Charger) 150	(4 Charger) 300	 <input type="checkbox"/> Banquet type
<input type="checkbox"/> 23. Full day 20KW Outdoor EV Charger	<input type="checkbox"/>	(2 Charger) 300	(4 Charger) 600	 <input type="checkbox"/> U-shape
<input type="checkbox"/> 24. Venue setup, testing and dismantlement for 4 hours <input type="checkbox"/> Date: _____ to _____ Use time: <input type="checkbox"/> 09:00-13:00 or <input type="checkbox"/> 15:00-19:00 <input type="checkbox"/> 19:00-23:00 (Please also tick Item 27)	<input type="checkbox"/> Hall <input type="checkbox"/> Room <input type="checkbox"/> Others	1,300 /4 hours 650/4 hours 650/4 hours	Signature of applicant <div style="text-align: center;">  _____ (Signature and seal of applicant and date) </div>	
<input type="checkbox"/> 25. <input type="checkbox"/> Date of dismantlement: _____ Use time: <input type="checkbox"/> 09:00-13:00 or <input type="checkbox"/> 15:00-19:00 <input type="checkbox"/> 19:00-23:00 (Please also tick Item 27)	<input type="checkbox"/> Hall <input type="checkbox"/> Room <input type="checkbox"/> Others	1,300 /4 hours 650/4 hours 650/4 hours		
<input type="checkbox"/> 26. Venue setup, testing and dismantlement for a full day <input type="checkbox"/> Date: _____ to _____ Use time: 09:00-13:00 and 15:00-19:00 <input type="checkbox"/> Date of dismantlement: _____ Use time: 09:00-13:00 and 15:00-19:00	<input type="checkbox"/> Hall <input type="checkbox"/> Room <input type="checkbox"/> Others <input type="checkbox"/> Hall <input type="checkbox"/> Room <input type="checkbox"/> Others	2,600/ day 1,000/ day 1000/ day 2600/ day 1000/ day 1000/ day	To be completed by internal personnel Venue coordinator of the Center Order: <input type="checkbox"/> Approval of using the venue <input type="checkbox"/> Others	
<input type="checkbox"/> 27. Surcharge for using the venue after 19:00 Date of use: _____ The use time is from 19:00 to 23:00	<input type="checkbox"/> Hall <input type="checkbox"/> Room <input type="checkbox"/> Others	2600/ day 1300/ day 1300/ day		
<input type="checkbox"/> 28. Venue setup service for free-to-borrow items	<input type="checkbox"/> Hall <input type="checkbox"/> Room	2,600/time 1,300/time	_____ (Signature and date) _____ (Signature and date)	

A Brief Description of the Event Content and Preliminary Procedures**Type of Applicant (Required)**

- ☐ Government agency of the Macao S.A.R.
- ☐ Private sector - association
- ☐ Educational institution
- ☐ Commercial institution and public institution
- ☐ Others, please specify _____

Event Theme (Required)

- ☐ Education and training
- ☐ Information and other technologies
- ☐ Culture and art
- ☐ Justice and law
- ☐ Others, please specify _____
- ☐ Medicine and health
- ☐ Travel
- ☐ Banking and finance
- ☐ Commerce, trade and management

Event Type (Required)

- ☐ Government meeting
- ☐ Company meeting
- ☐ Incentive activity
- ☐ Commercial exhibition
- ☐ Others, please specify _____
- ☐ Association/organization meeting
- ☐ Large conference

Event Coordinator Information (Required)**1) Name of the first contact for the event:****Tel:****Fax:****Email:****2) Name of the second contact for the event:****Tel:****Fax:****Email:****3) Name of contact for venue setup:****Tel:****Fax:****Email:****Name of venue setup company:****Tel:****Fax:****Email:****4) Name of contact for venue restaurant:****Tel:****Fax:****Email:****Name of restaurant:****Letter of Commitment (Required)**

We use the conference and exhibition venues of Macao Science Center. During such use, we will send our personnel to take responsibilities for the safety and maintenance thereof. In case of any accident caused by us or damage to any equipment or appliances of the Center, we agree to compensate on the basis of prices thereof. The Center will not be responsible for any other liabilities (such as criminal and civil liabilities, compensation, etc.)

Regards,

Macao Science Center

Applicant (receipt title):

Name of applicant:

Detailed address:

Tel: _____ Mobile: _____ Email: _____

(Signature and seal of applicant and date)

Name: Macao Science Center Limited

Contact: Ms. Lei

Tel: (853) 87957347

Fax: + (853) 2888 0855

Address: Macao Science Center, Avenida Dr. Sun Yat Sen, Macao

Contact: Ms. Lam

Tel: (853) 87957335

Email: mfhall@msc.org.mo

For the sake of your rights and interests, please observe the following guidelines for the rental of the venue and equipment of Macao Science Center:**I. Venue Rental Reservations**

1. Normal rental reservations: The time limit to accept applications for normal rental reservations is no later than three months before the rental period and no earlier than nine months before the rental period. If more than one reservation application is received on the same day, priority will be given to factors such as the scientific promotional nature of the event, the effectiveness of previous similar activities and the organizational ability of the organizer.

2. Late rental reservations: Applications received beyond the time limit for normal rental reservations will be deemed as late rental reservations and will be handled on a first-come-first-served basis until two weeks prior to the planned rental date. Applications received within two weeks before the rental date will be considered on a case-by-case basis only under special circumstances.

II. Application Procedures

1. Application method: The appropriately completed application form can be sent to the Office of the Center by email or post, or in person at 9:00-18:00 during working days.

2. Documents to be submitted: Including one venue application form and duplicates of the following documents as requested by the Company, such as the Business Registration Certificate, the Certificate of Incorporation issued per the Company Law, the Notice of Establishment of Association (Articles of Association) and the contact information of the person in charge.

3. Document delivery method: By post: The addressee is "Macao Science Center Limited, Avenida Dr. Sun Yat Sen, Macao"; it shall be handled by registered mail (the date of mailing shall be subject to the stamp); the envelope shall be marked with "Application Form for Rental of Conference and Exhibition Venues of Macao Science Center".

4. In person: Deliver to the Office of the Center on the second floor at 9:00-18:00 from Monday to Friday (except holidays). Email:

mfhall@msc.org.mo

Tel: 8795 7347 (Ms. Janet Lei) / 8795 7335 (Ms. Joan Lam)

Fax: 28880855

III. Review

1. The Company will complete the relevant review procedures within about 10 working days after receiving the application.

IV. Venue Confirmation and Guarantee Deposit

1. Within seven working days after receiving the venue approval notice, the applicant shall pay a guarantee deposit for venue rental in person at the Office of the Center or submit a venue rental guarantee letter to confirm such venue rental. The guarantee deposit shall not be less than 10% of the total rental fees (including equipment).

2. All remaining unpaid rental fees shall be paid three working days before the commencement of the rental period; otherwise, the Company has the right to cancel the venue rental confirmation.

3. After the restoration of the venue to its original state and the return of all rented equipment and upon inspection and the payment of venue rental fees, the guarantee deposit paid by the applicant will be refunded in full without interest.
4. Regarding the venue rental plan and surcharging items, the Company will formulate a confirmation checklist according to the items selected by the applicant in the application form. Please notify the Center 10 working days before the event if any of the content needs to be changed; otherwise, it shall be deemed that the applicant agrees to and confirms the content of the checklist and that no further changes shall be made.

V. Rights and Duties

1. According to the requirements of the Company, the applicant shall hold a venue coordination meeting with the Company's personnel before the rental period.
2. During the rental period, the applicant shall arrange personnel to be responsible for the consultation, equipment safekeeping and property safety of the event as required and the Company shall not assume any security responsibility for equipment or property.
3. Venue use is limited to the area originally rented by the applicant. If the applicant uses other unauthorized areas or equipment within the scope of the Center without authorization, the Company has the right to require the applicant to immediately leave such areas and demand compensation according to relevant requirements for rental fees.
4. The applicant shall fully restore the venue to its original state on the last day of the rental period. If not, the Company will deduct the restoration fee from the guarantee deposit and the applicant shall not raise any objection.

VI. Recording, Photographing, Video Shooting and Authorized Production and Publication

1. The Company shall designate personnel to take photos and shoot videos to be clipped and retrieved for internal research and recording purposes without affecting the event of the applicant.
2. The Company will not assume any legal responsibility for the ownership of copyrights of all pictures, texts, audio and video documents during the event, including the legality or legitimacy of the use of such copyrights.

VII. Cancellation and Change

1. It is prohibited to conduct any form of demonstration or protest and express or post any banner, poster, placard, leaflet, publicity material, showpiece or other publicity that contains commercial, insulting, intimidating, discriminatory, religious or political content. Without the permission of the Center, no one is allowed to distribute or sell promotional materials, souvenirs or gifts or gather signatures within the scope of the Center. In case of any violation, the Center has the right to demand an immediate cessation of such activities and confiscate the guarantee deposit.
2. In case of force majeure or reasons not attributable to both parties, such as natural disaster, war and equipment failure, which results in all or part of the event not being executed as scheduled, the applicant can reschedule the rental period with the Company. If the rental application is canceled accordingly, the relevant paid fees shall be refunded without interest, and expenses related to the venue already used shall be borne by the applicant.
3. Except for the reasons mentioned in the preceding paragraph, the applicant shall not cancel the rental application for any reason and violators shall forfeit the full amount of guarantee deposits and prepayments already paid as administrative expenses of the Company.
4. After the confirmation of the checklist, the applicant shall not cancel the rental application for any reason and violators shall pay 10% of the original rental fees as administrative expenses of the Company, except for force majeure.
5. If the applicant intends to change the event plan, including changes in the main theme of the convention or exhibition, event form, content or venue settings, such changes shall be immediately proposed to the Company in writing and can only be executed with the consent of the Company.
6. If the Company has to revoke the rental arrangement of the venue due to special circumstances, it shall notify the applicant to change the rental period. If the rental period cannot be changed, the Company will refund the paid expenses without interest, and the applicant shall not dispute such circumstances and herewith renounce any rights to seek compensation.
7. If the objective or content of using the venue by the applicant is in conflict with the purpose of Macao Science Center Limited, the Company has the right to demand the immediate cessation of all its activities, confiscate the guarantee deposit and cancel its right to apply for the rental of any venue or equipment of the Center within one year.
8. It shall revoke the rental arrangement due to special needs of the Center.

VIII. Compensation for Damages

1. The applicant shall keep the structures and equipment on the venue clean and complete. If any part becomes dirty, damaged or malfunctioning, the Company has the right to deduct the restoration cost from the guarantee deposit. If the amount is insufficient to cover the restoration cost, the applicant shall make up the relevant difference within five working days with no objection.
2. Submission of a venue rental application by the applicant shall be deemed as its agreement to the provisions of the preceding paragraph.
3. During the venue setup, it is not allowed to apply paste, gummed paper, glue, nails, double-sided adhesive and other substances to the walls, floor and relevant equipment or public property on the venue. Without the consent of the Company, it is not allowed to erect any equipment or connect power supplies, and the applicant shall be liable for any accident or damage caused thereby.

IX. Attribution of Responsibilities

1. In case of any personnel casualty during the venue rental period, the applicant shall bear full responsibilities and the Company shall not be liable for any medical treatment or compensation. The same applies to damages caused by the applicant due to its improper use of the equipment or the venue of the Center.
2. During the rental period, the applicant shall provide necessary insurance for the personnel or property related to the event as needed. The Company shall not be liable for any loss caused by the structures, equipment or theft in the Center.
3. If the content of the event violates the establishment purpose and use management guidelines of the Company, or the applicant deliberately attacks others or violates good customs, the Company will suspend all or part of its event as appropriate. If the applicant refuses to execute or delays the execution after being notified, the Company will suspend its application for venue rental for one to three years depending on the seriousness of the circumstances and upon the resolution of the authorized entity of the Company.

X. Reception Service and Safety Maintenance

1. The applicant shall be solely liable for the packaging, delivery and insurance of the articles/equipment during the rental period.
2. The Company shall not be liable for any damage to the articles/equipment during the rental period. However, in case of dereliction of duty by the Company's personnel or subcontracted service providers, the Company shall investigate the administrative responsibility.
3. Before the rental period, the applicant shall provide the Company's personnel with a detailed description of the content and relevant data of the event.
4. During the rental period, the applicant shall designate at least one person in charge to contact the Office of the Center and dispatch personnel to the site as required to maintain equipment safety or answer questions for the audience.
5. The applicant shall abide by the regulations and cautions of the Company and use the venue according to the guidance of the Company's personnel; otherwise, the applicant shall be liable to compensate for the damage suffered by the Company as a result.

6. All equipment, private belongings and posters shall be dismantled and removed on the last day of the rental period. A delay in such removal shall be deemed by the Company as abandoned property, to be cleaned from the venue to restore the venue to its original state. The applicant shall repair any damage to the original facilities.

XI. Publicity Matters

1. The applicant shall be solely responsible for publicity matters.
2. Publicity materials shall not be placed arbitrarily. It is not allowed to post or hang any text or image inside and outside the venue.

XII. Matters Requiring Attention

1. If the scheduled date and time of venue setup need to be prolonged, it shall be submitted to the Company seven working days before the event.
2. The applicant shall not privately negotiate any change in the right of use without the consent of the Company.
3. Please note the nature of other events carried out during the same period and whether there is a need for mutual coordination and negotiation.
4. It is prohibited to smoke, chew gum or use fire, candles and electric appliances that might cause electric leakage in the rented venue of the Center.
5. Cargo-handling vehicles can only enter the venue during the hours specified by the Center. In case of any violation, the Center will report to the transport authority for towing the vehicle away and the Company shall assume no responsibility.
6. Please keep the escape exits unblocked and pay attention to the location of lamps, faucet switches, fire extinguishers and other relevant equipment. The Company shall require the applicant to remove any dangerous articles or articles blocking the passage. The applicant who refuses to do so will be banned from using the relevant venue.

XIII. Other Matters

1. Unless otherwise approved, no price listing or commercial sale is allowed on the rented venue.
2. These Application Guidelines constitute part of the venue use contract and failure by the applicant to comply with these Guidelines shall be deemed a breach of contract.
3. If the applicant violates the law on the maintenance of social order or relevant laws and regulations, the Company will immediately terminate its use of the venue and confiscate the guarantee deposit in accordance with regulations.
4. The Center reserves the right and absolute discretion to modify, add to, delete, suspend, amend and update the venue code at any time without giving any reason or prior notice.
5. Any matters not covered herein shall be subject to the relevant laws and regulations in force in the local region.
6. Payment method for the guarantee deposit and all venue rental fees: Within seven working days after the confirmation of the venue checklist, the applicant may send personnel or go in person to the Financial Department of Macao Science Center in Avenida Dr. Sun Yat Sen to submit the payment in (cash/locally issued cheque/cashier's cheque). The locally issued cheque/cashier's cheque shall be made out to "Macao Science Center Limited". If the payment is made by locally issued cheque/cashier's cheque, fees will be levied separately on both cheques to enable future reimbursement of the guarantee deposit. Furthermore, please notify the Financial Department of the Center of the "name of bank" and "cheque number" of the relevant cheques one day prior to the payment to minimize payment procedures. Please contact Caleb Chan from the Financial Department at 87957222 for further details.
7. If the applicant needs an invoice, please inform the Center 10 working days in advance.

Company seal

(Signature and seal of applicant and date)