



澳門特別行政區政府旅遊局
DIRECÇÃO DOS SERVIÇOS DE TURISMO
MACAO GOVERNMENT TOURISM OFFICE

Ritz Building Exhibition Hall Application Guidelines

Necessary Documents	<ol style="list-style-type: none">1. Application can be submitted in terms of letter, fax or email together with the application form as well online that can be downloaded from MGTO Industry Net website http://industry.macaotourism.gov.mo ;2. Letter or fax should be attention to “Director of Macao Government Tourism Office (MGTO)” or “Head of Facilities Management Division” indicating event name, date, time, usage and nature;3. Content & Introduction of your event;4. Event agenda or timetable.
Target groups	Registered associations or public entities with intention to organize exhibitions.
Submit location	Alameda Dr. Carlos d’ Assumpção nos 335-341, “Hot Line” Building 12th Floor, Macao.
Office hours (except public holidays)	Monday to Thursday 09:00 – 13:00; 14:30 – 17:45 Friday 09:00 – 13:00; 14:30 – 17:30
Telephone / Fax	Tel: 8397 1852 / 8397 1853 Fax: 2870 3820
Remarks	<ol style="list-style-type: none">1. Submission of documents does not mean the application has been approved; it still has to go through a pre-qualification process conducted by MGTO;2. All applications must be duly and completely submitted to MGTO <u>at least 7 working days prior to the first day of the event</u>; When the pre-qualification approval is granted, please complete and sign the " Statement of Commitment to the Use of Ritz Building Exhibition Hall" to ensure compliance with the declaration;3. Application in advance with description in remarks, and only set up after approval if poster / banner / backdrop / promotional material is requested to place at the interior and exterior of the building;4. If the activity involves security, cleaning and working staffs etc., applicant should be responsible for respective arrangement, management and cost.5. Operation of any audio equipments or apparatus (restricted to Opening Ceremony only) brought from outside have to state clearly in the application letter and will only be allowed to use after MGTO’s approval. Equipments and apparatus must be operated in accordance to the indication of MGTO staffs.6. The applicant is not allowed to conduct any sales during the borrowing period.
Macao Government Tourism Office reserves the right to reject, cancel or revise venue booking under certain circumstances.	