



DEADLINE: 1 November 2019

FORM 1

Please Return Form to:

CITYNEON EVENTS PTE LTD

25 Tai Seng Ave, #06-01, Cityneon Building, Singapore 534104

Tel : (65) 6571 6417

Attn : Ms Jalinah

Email : jalinah.j@cityneongroup.com

ELECTRICAL SERVICE

This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)

Company Name : _____ Stand No : _____

Address : _____

Tel : _____ Fax : _____ E-mail : _____

Authorised by : _____ Signature : _____ Date : _____

Only the official contractor is permitted to undertake electrical work from the source of supply in the exhibition hall.

☐ **KINDLY ORDER ONLY YOUR ADDITIONAL REQUIREMENTS.**

DESCRIPTION OF SERVICES / ITEMS	ADVANCE RATE* Submit on or before 1 November 2019	STANDARD RATE* Submit after 1 November 2019	ONSITE RATE* Start on 7 December 2019	QTY	COST *
SECTION A – INDIVIDUAL FITTINGS & POWER SUPPLY (inclusive of lighting connections and electricity consumption)					
40W Fluorescent Tube Light (4ft)	S\$ 85.00	S\$ 110.50	S\$ 127.50		
100W Standard Spotlight	S\$ 90.00	S\$ 117.00	S\$ 135.00		
100W Long Arm Spotlight	S\$ 105.00	S\$ 136.50	S\$ 157.50		
13Amp/230V SP 50Hz AC Socket (Max 800W) (Not for lighting use)	S\$ 90.00	S\$ 117.00	S\$ 135.00		
15Amp/230V SP 50Hz AC Socket (Max 3kW) (Not for lighting use)	S\$ 110.00	S\$ 143.00	S\$ 165.00		
Travel Adaptor	S\$ 10.00	S\$ 13.00	S\$ 15.00		
SECTION B – SUPPLY AND CONNECTIONS OF CABLING WORKS TO LIGHT FITTINGS ONLY (inclusive of electricity consumption but light fittings to be supplied and installed by client)					
Per Light Fitting Connection (Up to 100W)	S\$ 70.00	S\$ 91.00	S\$ 105.00		
Per Light Fitting Connection (Up to 300W)	S\$ 150.00	S\$ 195.00	S\$ 225.00		
* Subject to 7% Goods & Services Tax (GST) * GST is not applicable for foreign-based exhibitors.	Total Cost Before GST				
	7% GST*				
	Total Cost Including GST				

Please indicate the locations of the above requirement on the Service Location Plan.

MODE OF PAYMENT (Please select preferred method of Payment)

*Order will only be processed upon full payment

<input type="checkbox"/>	For Local Exhibitors: Crossed cheque or bank draft made payable to Cityneon Events Pte Ltd Mailing Address: Cityneon Events Pte Ltd, 84 Genting Lane, Cityneon Design Centre #06-01 Singapore 349584
<input type="checkbox"/>	For Overseas Exhibitors: Telegraphic Transfer – Please make payment in SGD to the following account: Cityneon Events Pte Ltd Bank Name: Citibank, N.A. Bank Address: Singapore Branch, 8 Marina View, #17-01 Asia Square Tower 1, Singapore 018960 Account no: 0-853373-117 Swift Code: CITISGSG Bank Code: 7214 Branch Code: 001
<input type="checkbox"/>	Credit Card (*subject to 4% credit card charges) Credit Card Type: AMEX / MASTERCARD / VISA Card No. : _____ Expiry Date: _____ (MM-YY) Cardholder's Name: _____ Signature: _____

Please Keep a Copy For Your Records



Important Note

1. Check that your equipment can operate on the above electrical specifications. Non-standard items will not be locally available. You should bring with you adaptors or regulators if necessary.
2. Socket points are not for lighting use. If lighting fittings are brought in by the exhibitors for lighting purposes, the lighting connection charges will apply on per bulb/per tube basis.
3. All electrical connection to equipment must be tested and approved by the Organizer's appointed licensed engineer prior to the turning on of the power supply. The Organizer reserves the right to terminate the power supply to any installation which are found to be dangerous or may cause any disruption to the power supply.

Indemnity Clause:

All risks associated with goods & services supplied by the Company in the Contract shall, unless expressly agreed by the Company in writing, pass to the Exhibitor on delivery or installation. The Company is under no liability for personal injury to the Exhibitor or its servants, agents, invitees or licensees no matter how they are caused save that this exclusion of liability shall not apply if caused by the negligence of the Company. The Company is under no liability for the loss of or damage to exhibits or to property owned by the Exhibitor, its servants, agents, invitees, or licensees no matter how it is caused. The indemnity provided under this clause shall survive the termination of this contract and is in addition to any other remedy which the Company is entitled to under the law.

PLEASE NOTE:

- (1) Exhibitors will be held responsible for any losses or damages to furniture or fittings.
- (2) Orders are valid only when accompanied by full remittance. Payment could be made by Singapore local cheque, bank draft, telegraphic transfer or credit card.
- (3) Late orders i.e. received after the deadline may not be catered to, and if available, will be subjected to a 30% surcharge. On-site orders may not be provided and, if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
- (4) Amounts paid are non-refundable should the event be cancelled or withdrawn.
- (5) An invoice will be issued to you upon receiving the order form and payment details will be instructed.

DEADLINE: 1 November 2019

FORM 2

Please Return Form to:

CITYNEON EVENTS PTE LTD

25 Tai Seng Ave, #06-01, Cityneon Building, Singapore 534104

Tel : (65) 6571 6417

Attn : Ms Jalinah

Email : jalinah.j@cityneongroup.com

FURNITURE SERVICE

This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)










Company Name : _____ Stand No : _____

Address : _____




Tel : _____ Fax : _____ E-mail : _____

Authorised by : _____ Signature : _____ Date : _____

Kindly order only your additional requirements.

DESCRIPTION OF SERVICES / ITEMS		ADVANCE RATE* Submit on or before 1 November 2019	STANDARD RATE* Submit after 1 November 2019	ONSITE RATE* Start on 6 December 2018	QTY	COST *
Standard Furniture						
White Folding Chair		S\$ 25.00	S\$ 32.50	S\$ 37.50		
Easy Arm Chair		S\$ 70.00	S\$ 91.00	S\$ 105.00		
Round Bar Stool		S\$ 75.00	S\$ 97.50	S\$ 112.50		
Swivel Bar Stool		S\$ 75.00	S\$ 97.50	S\$ 112.50		
Bistro Table (600 diameter x 1.1mHt)		S\$ 95.00	S\$ 123.50	S\$ 142.50		
Round discussion table (800 diameter x 0.74mHt)		S\$ 80.00	S\$ 104.00	S\$ 120.00		
Square discussion table (0.8m x 0.8m x 0.74mHt)		S\$ 80.00	S\$ 104.00	S\$ 120.00		
Reception Desk (1mL x 0.5mW x 0.75mHt)		S\$ 85.00	S\$ 110.50	S\$ 127.50		
Lockable Cabinet (1mL x 0.5mW x 0.75mHt)		S\$ 90.00	S\$ 117.00	S\$ 135.00		

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High Lockable Cabinet (1mL x 0.5mW x 1mHt)		S\$ 140.00	S\$ 182.00	S\$ 210.00		
Wall Shelving (1mL x 0.3mW) <input type="checkbox"/> Flat Shelf <input type="checkbox"/> Sloped Shelf		\$ 65.00	SS\$ 84.50	S\$ 97.50		
Wastepaper Basket		S\$ 6.00	S\$ 7.80	S\$ 9.00		
Ziggy Brochure Rack		S\$ 95.00	S\$ 123.50	S\$ 142.50		
* Subject to 7% Goods & Services Tax (GST) * GST is not applicable for foreign-based exhibitors.			Total Before GST			
			7% GST			
			Total Including GST			

MODE OF PAYMENT (Please select preferred method of Payment)	
*Order will only be processed upon full payment	
<input type="checkbox"/>	For Local Exhibitors: Crossed cheque or bank draft made payable to Cityneon Events Pte Ltd Mailing Address: Cityneon Events Pte Ltd, 25 Tai Seng Ave, Cityneon Building, #06-01, Singapore 534104
<input type="checkbox"/>	For Overseas Exhibitors: Telegraphic Transfer – Please make payment in SGD to the following account: Cityneon Events Pte Ltd Bank Name: Citibank, N.A. Bank Address: Singapore Branch, 8 Marina View, #17-01 Asia Square Tower 1, Singapore 018960 Account no: 0-853373-117 Swift Code: CITISGSG Bank Code: 7214 Branch Code: 001
<input type="checkbox"/>	Credit Card (*subject to 4% credit card charges) Credit Card Type: AMEX / MASTERCARD / VISA Card No. : _____ Expiry Date: _____ (MM-YY) Cardholder's Name: _____ Signature: _____

Indemnity Clause:

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DEADLINE: 1 November 2019

FORM 3

Please Return Form to:

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25 Tai Seng Ave, #06-01, Cityneon Building, Singapore 534104

Tel : (65) 6571 6417

Attn : Ms Jalinah

Email : jalinah.j@cityneongroup.com

GRAPHICS PRINTING SERVICE

This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)

Company Name : _____ Stand No : _____

Address : _____

Tel : _____ Fax : _____ E-mail : _____

Authorised by : _____ Signature : _____ Date : _____

KINDLY ORDER ONLY YOUR ADDITIONAL REQUIREMENTS.

DESCRIPTION OF SERVICES / ITEMS	ADVANCE RATE* Submit on or before 1 November 2019	STANDARD RATE* Submit after 1 November 2019	ONSITE RATE* Start on 6 December 2019	QTY	COST *
SECTION A – BACKWALL GRAPHICS (artwork to be provided by client)					
Digital printed graphics – direct on panel (Artwork dimension: 962mmL x 2380mmHt)	S\$200.00 per panel (1mL)	S\$260.00 per panel (1mL)	S\$300.00 per panel (1mL)		
Digital printed graphics on compressed foam-mounted on panel (Artwork dimension: 1030/2020/3010mmL x 2480mmHt)	S\$250.00 per panel (1mL)	S\$325.00 per panel (1mL)	S\$375.00 per panel (1mL)		
SECTION A – COUNTER GRAPHICS (artwork to be provided by client)					
Digital printed graphics – direct on reception desk/ lockable cabinet (0.75mHt) (Artwork dimension: 920mmL x 660mmHt)	S\$80.00 per unit	S\$104.00 per unit	S\$120.00 per unit		
Digital printed graphics on compressed foam-mounted on reception desk/ lockable cabinet (0.75mHt) (Artwork dimension: 1000mmL x 750mmHt)	S\$100.00 per unit	S\$130.00 per unit	S\$150.00 per unit		
Digital printed graphics – direct on high counter (1mHt) (Artwork dimension: 962mmL x 912mmHt)	S\$100.00 per unit	S\$130.00 per unit	S\$150.00 per unit		
Digital printed graphics on compressed foam-mounted on high counter (1mHt) (Artwork dimension: 1000mmL x 1000mmHt)	S\$120.00 per unit	S\$156.00 per unit	S\$180.00 per unit		
* Subject to 7% Goods & Services Tax (GST) * GST is not applicable for foreign-based exhibitors.	Total Cost Before GST				
	7% GST*				
	Total Cost Including GST				

Please indicate the locations of the above requirement on the Service Location Plan.

MODE OF PAYMENT (Please select preferred method of Payment)

*Order will only be processed upon full payment

<input type="checkbox"/>	For Local Exhibitors: Crossed cheque or bank draft made payable to Cityneon Events Pte Ltd Mailing Address: Cityneon Events Pte Ltd, 25 Tai Seng Ave, Cityneon Building, #06-01, Singapore 534104
<input type="checkbox"/>	For Overseas Exhibitors: Telegraphic Transfer – Please make payment in SGD to the following account: Cityneon Events Pte Ltd Bank Name: Citibank, N.A. Bank Address: Singapore Branch, 8 Marina View, #17-01 Asia Square Tower 1, Singapore 018960 Account no: 0-853373-117 Swift Code: CITISGSG Bank Code: 7214 Branch Code: 001
<input type="checkbox"/>	Credit Card (*subject to 4% credit card charges) Credit Card Type: AMEX / MASTERCARD / VISA Card No. : _____ Expiry Date: _____ (MM-YY) Cardholder's Name: _____ Signature: _____

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- (5) An invoice will be issued to you upon receiving the order form and payment details will be instructed.



DEADLINE: 1 November 2019

FORM 4

Please Return Form to:

CITYNEON EVENTS PTE LTD

25 Tai Seng Ave, #06-01, Cityneon Building, Singapore 534104

Tel : (65) 6571 6417

Attn : Ms Jalinah

Email : jalinah.j@cityneongroup.com

AUDIO VISUAL EQUIPMENT RENTAL

This form must be completed and returned by Exhibitors if service is required. (Please type / write in block letters.)

Company Name : _____ Stand No : _____

Address : _____

Tel : _____ Fax : _____ E-mail : _____

Authorised by : _____ Signature : _____ Date : _____

KINDLY ORDER ONLY YOUR ADDITIONAL REQUIREMENTS.

KINDLY ORDER ONLY YOUR ADDITIONAL REQUIREMENTS:					
DESCRIPTION OF SERVICES / ITEMS	ADVANCE RATE* Submit on or before 1 November 2019	STANDARD RATE* Submit after 1 November 2019	ONSITE RATE* Start on 6 December 2019	QTY	COST *
TV RENTAL					
32" LED TV (Full HD with USB Playback)	S\$ 400.00	S\$ 520.00	S\$ 600.00		
42" LED TV (Full HD with USB Playback)	S\$ 500.00	S\$ 650.00	S\$ 750.00		
50" LED TV (Full HD with USB Playback)	S\$ 800.00	S\$ 1,040.00	S\$ 1,200.00		
60" LED TV (Full HD with USB Playback)	S\$ 1,000.00	S\$ 1,300.00	S\$ 1,500.00		
TOUCH SCREEN					
32" Single Touch screen (Screen only)– PC Not Provided	S\$ 1,200.00	S\$ 1,560.00	S\$1,800.00		
42" Single Touch screen (Screen only)– PC Not Provided	S\$ 1,500.00	S\$ 1,950.00	S\$2,250.00		
* Subject to 7% Goods & Services Tax (GST) * GST is not applicable for foreign-based exhibitors.	Total Cost Before GST				
	7% GST*				
	Total Cost Including GST				
	Please indicate the locations of the above requirement on the Service Location Plan.				
MODE OF PAYMENT (Please select preferred method of Payment) *Order will only be processed upon full payment					
<input type="checkbox"/>	For Local Exhibitors: Crossed cheque or bank draft made payable to Cityneon Events Pte Ltd Mailing Address: Cityneon Events Pte Ltd, 25 Tai Seng Ave, Cityneon Building, #06-01, Singapore 534104				
<input type="checkbox"/>	For Overseas Exhibitors: Telegraphic Transfer – Please make payment in SGD to the following account: Cityneon Events Pte Ltd Bank Name: Citibank, N.A. Bank Address: Singapore Branch, 8 Marina View, #17-01 Asia Square Tower 1, Singapore 018960 Account no: 0-853373-117 Swift Code: CITISGSG Bank Code: 7214 Branch Code: 001				
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Indemnity Clause:

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Please Keep a Copy For Your Records

DEADLINE: 1 November 2018

FORM 5

Please Return Form to:

CITYNEON EVENTS PTE LTD

25 Tai Seng Ave, #06-01, Cityneon Building, Singapore 534104

Tel : (65) 6571 6417

Attn : Ms Jalinah

Email : jalinah.j@cityneongroup.com

SERVICE LOCATION PLAN

This form must be completed and returned by all Exhibitors. (Please type / write in block letters.)

Company Name : _____ Stand No : _____

Address : _____

Tel : _____ Fax : _____ E-mail : _____

Authorised by : _____ Signature : _____ Date : _____

1. Indicate clearly the location of your utilities such as power outlets, spotlights and furniture on this Form.
2. It is imperative that you complete this Form as it will be used to install your requirements at the correct locations before you arrive on-site.
3. Please ensure that the positions of the lights are on the wall or fascia (unless your booth has an interior structure to which the lights can be attached).
4. If the location plan of any service is not submitted with the order form before the stated deadline, it will be placed at the discretion of the Official Contractor.

Back of Booth

Front of Booth (Aisle)

Legend (Use only the items applicable):



SPOTLIGHT

SO

POWER SOCKET



FLUORESCENT TUBE