



The Built Environment Expo

# EXHIBITOR MANUAL

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## SERVICE FORMS

3 – 5 September 2025  
Sands Expo and Convention Centre,  
Marina Bay Sands, Singapore  
Level 1, Halls A & B

Built By:



In the business of  
building businesses

## SERVICE FORMS CHECKLIST

Dear Exhibitors,

Please submit the relevant Forms for services required to the addressee provided by the stipulated deadlines indicated.

Exhibitors who signed up after the stipulated deadlines are requested to submit the relevant forms **IMMEDIATELY** for prompt service on-site.

FORM NO.	DESCRIPTION OF SERVICE	DEADLINE	RETURN TO	EMAIL
1	NOMINATED STAND CONTRACTOR <i>(Raw Space/ Shell Scheme &amp; National Pavilion Enhancement)</i>	Fri, 1 Aug	RELX	<a href="mailto:sebastian.ng@rxglobal.com">sebastian.ng@rxglobal.com</a>
2	FASCIA NAME <i>(Shell Scheme Stand)</i>	Fri, 8 Aug	Cityneon Events	<a href="mailto:Nazirah.R@neonglobal.com">Nazirah.R@neonglobal.com</a>
3	ELECTRICAL	Fri, 1 Aug		
4	FURNITURE	Fri, 8 Aug		
5	GRAPHIC PRODUCTION	Fri, 8 Aug		
6	PLANT & FLORAL	Fri, 15 Aug		
7	AUDIO / VISUAL EQUIPMENT	Fri, 1 Aug	Ascend Com	<a href="mailto:xinhui.won@ascendcom.com.sg">xinhui.won@ascendcom.com.sg</a> <a href="mailto:zhenlin.chee@ascendcom.com.sg">zhenlin.chee@ascendcom.com.sg</a>
8	FREIGHT INSTRUCTION	Fri, 15 Aug	DSV Solutions	<a href="mailto:mohammad.farid.bin.abdullah@dsv.com">mohammad.farid.bin.abdullah@dsv.com</a>
9	TEMPORARY PERSONNEL	Fri, 15 Aug	Event Secret Services	<a href="mailto:finance@eventsecretservice.com">finance@eventsecretservice.com</a> <a href="mailto:chunwai@eventsecretservice.com">chunwai@eventsecretservice.com</a>
10	STAND CATERING	Sands Expo & Convention Centre		Click <a href="#">here</a> to submit your orders.  Should you require further assistance, please reach out to <a href="mailto:boothcatering@marinabaysands.com">boothcatering@marinabaysands.com</a> and/or <a href="mailto:secc@marinabaysands.com">secc@marinabaysands.com</a>
11	INTERNET			
12	TELECOMMUNICATION			
13	RIGGING/ HANGING			
14	HIGH REACH EQUIPMENT			
15	PLUMBING / COMPRESSED AIR /WATER / DRAIN			
16	CLEANING			

Orders received after the deadline will be subject to a 30% surcharge and on-site orders, if available will be subject to a 50% surcharge.

# NOMINATED STAND CONTRACTOR (Raw Space / Shell Scheme Stand Enhancement & National Pavilion Enhancement)

**FORM 1**  
Deadline: Fri. 1 Aug 2025

**Please Return Form to:**

**RELX (Singapore) Pte Ltd**

8 Changi Business Park Avenue 1 #07-51, ESR BizPark @ Changi South Tower, Singapore 486018

Tel : (65) 6780 4633

Attn : Mr. Sebastian Ng

Email : [sebastian.ng@rxglobal.com](mailto:sebastian.ng@rxglobal.com)

Company Name: _____		Stand No.: _____
Business Address: _____		
Name: _____	Business Tel: _____	Business Email: _____

Exhibitors when appointing contractors to construct their stands or enhancement to their shell scheme stands must ensure that the appointed contractor is BizSAFE 3 & above company. All appointed contractors must comply with the Workplace Safety and Health Act (WSHA) in Singapore. Contractors will also need to submit the Risk Assessment (RA) and Safe Work Procedures (SWPs) for their work specific to this event prior to move in for the build-up and must be done by a competent person who has attended the BizSAFE 2 Certification Course conducted by Ministry of Manpower's list of approved training provider.

Nominated stand contractor needs to be approved by the Organiser before they are permitted to work in the event venue. Please submit the following details for Organiser's verification:

**Nominated Stand Contractor's Details:**

Company Name: _____	
Business Address: _____	
Contact Person Name: _____	Business Email: _____
Business Tel: _____	Business Mobile: _____

**FASCIA NAME – SHELL SCHEME**  
(**Not Applicable** for Singapore Pavilion Exhibitors)

## FORM 2

**Deadline: Fri. 8 Aug 2025**

**CITYNEON EVENTS PTE LTD**

Tel : (65) 6571 6338

Email : [Nazirah.R@risc.gov.my](mailto:Nazirah.R@risc.gov.my)

.....

Company Name: _____		Stand No.: _____
Business Address: _____		
Name: _____	Business Tel: _____	Business Email: _____

**1. FASCIA NAME (PLEASE USE BLOCK LETTERS)**

Please complete below the Company Name which you require on the fascia. This will be provided in upper case with English alphabets (maximum 24 letters). Please note that there will be additional charges for any changes submitted after the deadline or on-site.

Note: Fascia names that are more than 24 letters will be represented in 2 lines, and the font size will be minimized accordingly.

[illegible][illegible]

## 2. COMPANY LOGO ON FASCIA BOARD (SHELL SCHEME STAND)

If exhibitor wish to have the company logo on the fascia board, please tick on the box below and send the high-resolution logo in AI format with this form.

Company Logo	EXHIBITOR'S NAME	STAND NO.	 <b>BEXPO ASIA</b> <small>BUILT ENVIRONMENT XPO ASIA</small>
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☐ I confirmed to have our company logo at 160mmH on our fascia board and acknowledge the production cost of S\$80.00

## IMPORTANT!

If this Form is not received by the deadline, the company name printed on the fascia board will be as per the Exhibition Participation Agreement. Any changes request will be chargeable.

**Please Note:**

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3. Cancellation of orders received on/after Friday; 8 Aug 2025 will be subject to a 50% cancellation fee for the total amount of this Service Form.
4. Remittances must include bank commission. If final payment amount received is less than the total amount of this Service Form due to currency exchange rate variance, the remitting party is obliged to reimburse the difference.
5. Amount paid are non-refundable should there be a participation withdrawal and/or event be cancelled due to unforeseen circumstances.

# ELECTRICAL

**FORM 3**  
Deadline: Fri. 1 Aug 2025

Please Return Form to:

**CITYNEON EVENTS PTE LTD**

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








Tel : (65) 6571 6338






Attn : Ms Nazirah

Email : [Nazirah.R@neonglobal.com](mailto:Nazirah.R@neonglobal.com)

Company Name: _____		Stand No.: _____
Business Address: _____		
Name: _____	Business Tel: _____	Business Email: _____

- Light boxes are charged based on the number of tubes in each light box, the light connection or 40W fluorescent tube rate, whichever is applicable.
- If light fittings are provided by the exhibitors, the connection charges for lighting will be based on the number of bulb/tube. **In the case where light boxes are pre-installed with light fittings, it will be charge by connection based on assumption of 5nos. of 1mL fluorescent tubes per metre.**
- Ensure that your equipment can operate on the electrical specifications. Non-standard items will not be locally available. You should bring with you your adaptors or regulators if necessary.
- 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.
- All electrical connection to equipment must be tested and approved by the Organiser's appointed licensed engineer prior to the supply of the electricity. The Organiser reserved the right to terminate the electricity supply to any installation which are found dangerous or may cause any disruption to the power supply.

DESCRIPTION OF SERVICE / ITEMS		ADVANCE RATE* On/ Before 1 Aug 2025	STANDARD RATE* After 1 Aug 2025	ONSITE RATE* After 30 Aug 2025	QTY	COST
<b>SECTION A – Supply &amp; Installation of Lightings</b> (Includes lighting connections and electricity consumption)						
LED Fluorescent Light (Day Light)		\$55.00	\$71.50	\$82.50		
12W LED Spotlight (Warm Light)		\$60.00	\$78.00	\$90.00		
12W Long-Arm LED Spotlight (Warm Light)		\$70.00	\$91.00	\$105.00		
50W Halogen Spotlight (Warm Light)		\$65.00	\$84.50	\$97.50		
50W Halogen Downlight (for showcase)		\$65.00	\$84.50	\$97.50		
50W Long-Arm Halogen Spotlight (Warm Light)		\$70.00	\$91.00	\$105.00		
150W Floodlight (Warm Light)		\$155.00	\$201.50	\$232.50		

DESCRIPTION OF SERVICE / ITEMS		ADVANCE RATE* On/ Before 1 Aug 2025	STANDARD RATE* After 1 Aug 2025	ONSITE RATE* After 30 Aug 2025	QTY	COST
LED 25W Floodlight – Warm Only		\$150.00	\$195.00	\$225.00		
LED 30W Floodlight – White Only		\$155.00	\$201.50	\$232.50		
LED 50W Floodlight – Warm & White		\$ 200.00	\$260.00	\$300.00		
LED 100W Floodlight – Warm & White (Advised to be used at least 4mHt & above)		\$ 250.00	\$266.50	\$307.50		
SECTION B – Supply & Connections of cabling works to light fittings only (Includes electricity consumption, light fittings to be supplied & installed by client)						
Per LED strip connection, per meter run		\$25.00	\$32.50	\$37.50		
Per LED light fitting up to 50W (for light fitting)		\$50.00	\$65.00	\$75.00		
Per light fitting up to <b>100W</b>		\$55.00	\$71.50	\$82.50		
Per light fitting up to <b>300W</b>		\$100.00	\$130.00	\$150.00		
Per light fitting up to <b>500W</b>		\$155.00	\$201.50	\$232.50		
6A/230V SP outlet per lightbox (up to 250w max) - for lightbox & fitting supplied/installed by client)		\$250.00	\$325.00	\$375.00		
6A/230V SP outlet per lightbox (up to 500w max) - Lightbox & Fitting supplied/installed by client)		\$350.00	\$455.00	\$525.00		
SECTION C – Power Supply Only (Includes electricity consumption)						
13Amp/230V SP 50Hz AC socket (fused to 5amp only, not to be used for general lightings)		\$55.00	\$71.50	\$82.50		
13amp/230V SP 50Hz AC socket - <b>24HRS</b> (fused up to max 1KW, not to be used for general lightings)		\$130.00	\$169.00	\$195.00		
15amp/230V SP 50Hz AC socket (fused up to max 2KW, not to be used for general lightings)		\$85.00	\$110.50	\$127.50		
15amp/230V SP 50Hz AC socket - <b>24HRS</b> (fused up to max 2KW, not to be used for general lightings)		\$170.00	\$221.00	\$255.00		
SECTION D – Power Supply Only (Includes electricity consumption)						
15amp/415V TPN 50hz AC (Max 8KW)		\$350.00	\$455.00	\$525.00		
30amp/415V TPN 50hz AC (Max 16KW)		\$450.00	\$585.00	\$675.00		
60amp/415V TPN 50hz AC (Max 32KW)		\$850.00	\$1,105.00	\$1,275.00		
* Subject to prevailing Goods & Services Tax (GST)			Total cost before GST		S\$	
			GST*		S\$	
			Total cost including GST		S\$	

MODE OF PAYMENT (Please select preferred method of Payment)

*\*ORDER WILL ONLY BE FULFILLED UPON FULL PAYMENT RECEIPT*

- ☐ **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 #06-01, Cityneon Building, Singapore 534104**
- ☐ **For Overseas Exhibitors: Telegraphic Transfer** – Please make payment in SGD to the following account: **Cityneon Events Pte Ltd**  
Bank Name: **Citibank, N.A., Singapore Branch**  
Bank Address: **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**

**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:**








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4. Remittances must include bank commission. If final payment amount received is less than the total amount of this Service Form due to currency exchange rate variance, the remitting party is obliged to reimburse the difference.
5. Amount paid are non-refundable should there be a participation withdrawal and/or event be cancelled due to unforeseen circumstances.










# FURNITURE




**FORM 4**  
Deadline: Fri. 8 Aug 2025

Please Return Form to:  
**CITYNEON EVENTS PTE LTD**  
25 Tai Seng Ave #06-01, Cityneon Building, Singapore 534104  
Tel : (65) 6571 6338  
Attn : Ms Nazirah  
Email : [Nazirah.R@neonglobal.com](mailto:Nazirah.R@neonglobal.com)

<b>Company Name:</b> _____	<b>Stand No.:</b> _____
<b>Business Address:</b> _____	
<b>Name:</b> _____	<b>Business Tel:</b> _____ <b>Business Email:</b> _____

S/NO	FURNITURE DESCRIPTION		ADVANCE RATE* On/ Before 8 Aug 2025	STANDARD RATE* After 8 Aug 2025	ONSITE RATE* After 30 Aug 2025	QTY	COST
1	<b>VANDY</b> Visitor Arm Chair (2107)		\$50.00	\$65.00	\$75.00		
2	<b>NICK</b> Folding Chair (2104)		\$15.00	\$19.50	\$22.50		
3	<b>OTTO</b> Cube Ottoman Black (2114.2)		\$40.00	\$52.00	\$60.00		
4	<b>GRACIE</b> Barstool (402)		\$55.00	\$71.50	\$82.50		
5	<b>ANGIE</b> Swivel Barstool (417)		\$65.00	\$84.50	\$97.50		
6	<b>SPECTRA</b> Bistro Table White (502.1) Black (502.2)		\$65.00	\$84.50	\$97.50		
7	<b>COMMS</b> Coffee Table (508)		\$60.00	\$78.00	\$90.00		

S/NO	FURNITURE DESCRIPTION		ADVANCE RATE* On/ Before 8 Aug 2025	STANDARD RATE* After 8 Aug 2025	ONSITE RATE* After 30 Aug 2025	QTY	COST
8	<b>KELLY</b> Discussion Table (Dia 600mm) White (504.4) Black (504.3)		\$50.00	\$65.00	\$75.00		
9	<b>KELLY</b> Discussion Table (Dia 800mm) White (504.2) Black (504.1)		\$65.00	\$84.50	\$97.50		
10	<b>CALVIN</b> Discussion Table (W800mmxD800mm) White (512) Black (512)		\$55.00	\$71.50	\$82.50		
11	<b>MAX</b> Reception Desk (601)		\$60.00	\$78.00	\$90.00		
12	<b>MAX</b> Lockable Cabinet (602)		\$70.00	\$91.00	\$105.00		
13	<b>MAX</b> Display Plinth H500mmxW500mmxD500mm (605) H750mmxW500mmxD500mm (606) H1000mmxW500mmxD500mm (607)		\$30.00 \$40.00 \$50.00	\$39.00 \$52.00 \$65.00	\$45.00 \$60.00 \$75.00		
14	<b>MAX</b> Low Showcase (611.1) With 1 Fluorescent Tube With 2 Halogen Spotlight		\$200.00 \$255.00 \$330.00	\$260.00 \$331.50 \$429.00	\$300.00 \$382.50 \$495.00		
15	<b>MAX</b> High Square Showcase (612.1) With 1 50W Downlight		\$240.00 \$310.00	\$312.00 \$403.00	\$360.00 \$465.00		
16	<b>MAX</b> High Showcase (613.1) With 2 x 50W Downlight		\$260.00 \$400.00	\$338.00 \$520.00	\$390.00 \$600.00		

S/NO	FURNITURE DESCRIPTION		ADVANCE RATE* On/ Before 8 Aug 2025	STANDARD RATE* After 8 Aug 2025	ONSITE RATE* After 30 Aug 2025	QTY	COST
17	<b>ZIGGY</b> Foldable Brochure Rack Black (708.1)		\$80.00	\$104.00	\$120.00		
18	<b>TIM</b> Waste Basket (707)		\$5.00	\$6.50	\$7.50		
19	<b>BARRIE</b> Stanchion Post Silver (712.2) Per Set of two Piece		\$35.00	\$45.50	\$52.50		
<b>* Subject to prevailing Goods &amp; Services Tax (GST)</b>			Total cost before GST			S\$	
			GST*			S\$	
			Total cost including GST			S\$	

**MODE OF PAYMENT (Please select preferred method of Payment)**

**\*ORDER WILL ONLY BE FULFILLED UPON FULL PAYMENT RECEIPT**

- ☐ **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 #06-01, Cityneon Building, Singapore 534104**
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Bank Address: **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**

**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.

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# GRAPHIC PRODUCTION

**FORM 5**  
Deadline: Fri. 8 Aug 2025

**Please Return Form to:**

**CITYNEON EVENTS PTE LTD**

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




Tel : (65) 6571 6338

Attn : Ms Nazirah

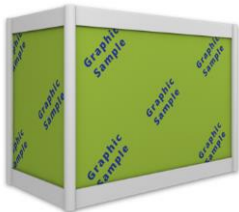
Email : [Nazirah.R@neonglobal.com](mailto:Nazirah.R@neonglobal.com)

<b>Company Name:</b> _____	<b>Stand No.:</b> _____
<b>Business Address:</b> _____	
<b>Name:</b> _____	<b>Business Tel:</b> _____
<b>Business Email:</b> _____	

Exhibitor to provide final artwork for the chosen services in AI, Vector or EPS format and email together with this service form.

Description of Services/Items	Advanced Rate On/ Before 8 Aug 2025	Standard Rate After 8 Aug 2025	Onsite Rate After 30 Aug 2025	Quantity	Total (SGD)
<b>Fascia Panel (Inkjet Print on Compressed Foam)</b>					
 <p>Cost is per piece at 2,970mmL x 300mmH</p> <p>Note: For single side opening stands, just need to order 1 piece. For 2 sides opening stands, have to order 2 pieces. For 3 sides opening stands, have to order 3 pieces.</p> <p>Please contact Ms. Aisyah if your stand is more than 3mL X 3mW.</p>	\$220.00	\$286.00	\$330.00		
<b>Inkjet Print and Directly Mount on the Individual Wall Panel</b>					
 <p>Visible Dimension: 950mmL x 2,380mmH Artwork Dimension: 962mmL x 2,400mmH</p> <p>Cost is per piece/panel eg: design above will require to order 6 pieces</p>	\$212.50	\$276.25.00	\$318.75		
<b>Inkjet Print on Compressed Foam</b>					
 <p>Cost is per metre run: <b>1,000mmL x 2,480mmHt</b> Artwork measurements depend on the no. of metre run multiple by 990mmL. Height remains the same. Example a 3mL wall = 2970mmL x 2480mmHt</p>	\$300.00	\$390.00	\$450.00		

**Graphic Directly Mount on Counter Panel**



Front Visible Dimension: 910mmL x 645mmH  
Artwork Dimension: 920mmL x 660mmH

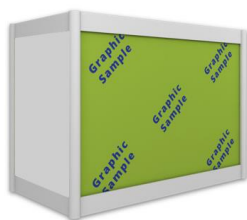
Side Visible Dimension: 445mmL x 645mmH  
Artwork Dimension: 467mmH x 660mmH

Cost is for 1 no. front print & 2 nos. side print

\$400.00

\$520.00

\$600.00



Front Visible Dimension: 910mmL x 645mmH  
Artwork Dimension: 920mmL x 660mmH

Cost is just for 1 no. front print without any prints on the 2 sides

\$200.00

\$325.00

\$300.00



Front  
Visible Dimension: 950mmL x 910mmH  
Artwork Dimension: 962mmL x 920mmH

Side Top  
Visible Dimension: 445mmL x 910mmH  
Artwork Dimension: 467mmH x 920mmH

Cost is for 1 no. front top + bottom print & 2 nos. of side top + bottom print

\$460.00

\$598.00

\$460.00



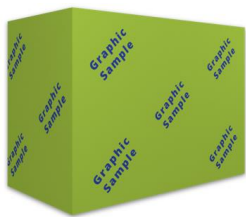
Front  
Visible Dimension: 950mmL x 910mmH Artwork Dimension:  
962mmL x 920mmH  
Cost is just for 1 no. front top + bottom print only, without any  
prints on the 2 sides)

\$220.00

\$286.00

\$330.00

**Inkjet Print on Compressed Foam**

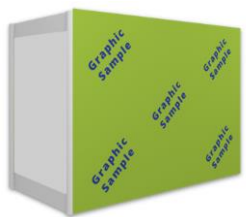


Front  
Artwork Dimension: 1,000mmL x 750mmH  
Side  
Artwork Dimension: 500mmL x 750mmH  
Cost is for printing on 3 sides of the counter

\$440.00

\$572.00

\$660.00



Front  
Artwork Dimension: 1,000mmL x 750mmH  
Cost is just for printing on the front of the counter

\$220.00

\$286.00

\$330.00



Front  
Artwork Dimension: 1,000mmL x 980mmH  
Side  
Artwork Dimension: 500mmL x 980mmH  
Cost is for printing on 3 sides of the counter

\$550.00

\$715.00

\$825.00



Front  
Artwork Dimension: 1,000mmL x 980mmH  
Cost is just for printing on the front of the counter

\$250.00

\$325.00

\$375.00

\* Subject to prevailing Goods & Services Tax (GST)

**Total Cost Before GST**

**S\$**

**GST\***

**S\$**

**Total Cost Including GST**

**S\$**

MODE OF PAYMENT (Please select preferred method of Payment)

*\*ORDER WILL ONLY BE FULFILLED UPON FULL PAYMENT RECEIPT*

☐ **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 #06-01, Cityneon Building, Singapore 534104**

☐ **For Overseas Exhibitors: Telegraphic Transfer** – Please make payment in SGD to the following account: **Cityneon Events Pte Ltd**  
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**Please Note:**

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# PLANT & FLORAL

**FORM 6**  
Deadline: Fri. 15 Aug 2025

**Please Return Form to:**

**CITYNEON EVENTS PTE LTD**





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

Tel : (65) 6571 6338

Attn : Ms Nazirah

Email : [Nazirah.R@neonglobal.com](mailto:Nazirah.R@neonglobal.com)

<b>Company Name:</b> _____	<b>Stand No.:</b> _____
<b>Business Address:</b> _____	
<b>Name:</b> _____	<b>Business Tel:</b> _____ <b>Business Email:</b> _____

Item	Description of Services/Items	Advanced Rate On/ Before 15 Aug 2025	Standard Rate After 15 Aug 2025	Onsite Rate After 30 Aug 2025	Quantity	Total (SGD)
	Dracaena (3 feet & below)	23.00	29.90	34.50		
	Dracaena (4 to 5 feet)	29.00	37.70	43.50		
	Dieffenbachia (3 feet & below)	23.00	29.90	34.50		
	Dieffenbachia (4 to 5 feet)	29.00	37.70	43.50		
	Palm (4 to 5 feet)	23.00	29.90	34.50		
	Palm (6 to 8 feet)	27.00	35.10	40.50		
	Cordylina (3 feet & below)	23.00	29.90	34.50		
	Cordylina (4 to 5 feet)	29.00	37.70	43.50		
<b>* Subject to prevailing Goods &amp; Services Tax (GST)</b>				<b>Total Cost Before Surcharge</b>		<b>S\$</b>
				<b>GST*</b>		<b>S\$</b>
				<b>Total Cost Including GST</b>		<b>S\$</b>

MODE OF PAYMENT (Please select preferred method of Payment)

*\*ORDER WILL ONLY BE FULFILLED UPON FULL PAYMENT RECEIPT*

☐ **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 #06-01, Cityneon Building, Singapore 534104**

☐ **For Overseas Exhibitors: Telegraphic Transfer** – Please make payment in SGD to the following account: **Cityneon Events Pte Ltd**  
Bank Name: **Citibank, N.A., Singapore Branch**  
Bank Address: **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**

**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 Please make full payment upon submission of this Service Form to ensure that the above orders are processed.
- 2 Orders received after Friday, 15 Aug 2025 and Saturday, 30 Aug 2025, if available will be subject to a 30 % and 50% surcharge respectively. Priority will be given to advance orders.
- 3 Cancellation of orders received on/after Friday; 15 Aug 2025 will be subject to a 50% cancellation fee for the total amount of this Service Form.
- 4 Remittances must include bank commission. If final payment amount received is less than the total amount of this Service Form due to currency exchange rate variance, the remitting party is obliged to reimburse the difference.
- 5 Amount paid are non-refundable should there be a participation withdrawal and/or event be cancelled due to unforeseen circumstances.

**Please Keep a Copy for Your Records**

# AUDIO / VISUAL EQUIPMENT

**FORM 7**  
Deadline: Fri. 1 Aug 2025

Please Return Form to:

**ASCEND COM PTE LTD**

12 Lorong Bakar Batu, #07-10/11, Singapore 348745

Tel : (65) 6846 0903

Attn : Ms WON Xin Hui / Ms CHEE Zhen Lin

Email : [xinhui.won@ascendcom.com.sg](mailto:xinhui.won@ascendcom.com.sg) / CC: [zhenlin.chee@ascendcom.com.sg](mailto:zhenlin.chee@ascendcom.com.sg)

<b>Company Name:</b> _____	<b>Stand No.:</b> _____
<b>Business Address:</b> _____	
<b>Name:</b> _____	<b>Business Tel:</b> _____ <b>Business Email:</b> _____

If you have a requirement that is not listed below, please the above addressee above directly for a separate quotation. **The rental rates reflected covers the entire duration of the event.**

DESCRIPTIONS	Advanced Rate On/ Before 1 Aug 2025	Standard Rate After 1 Aug 2025	Onsite Rate After 30 Aug 2025	Quantity	Total (SGD)
<b>DESKTOP COMPUTERS</b>					
Pentium i5 2GHz Processor c/w - 8GB RAM, 160GB HDD - DVD-ROM Drive - On-board Sound and Video Adaptor - 10/100 Ethernet Adapter - 22" LCD Monitor, Keyboard & Mouse - Preloaded OS Win 10 & Office 2016 License	\$320.00	\$416.00	\$480.00		
<b>NOTEBOOK</b>					
Notebook i5 2Ghz Processor - 8GB RAM, 500GB HDD - DVD-Rom Drive - On-board Sound and video Adaptor - 10/100 Ethernet Adapter - Preloaded OS Win 10 & Office 2016 License	\$280.00	\$364.00	\$420.00		
<b>PRINTERS</b>					
HP Laserjet (B/W A4) - 300ppm, c/w 50% Existing Toner - Exclude A4 Paper - *Add. Toner @ \$200	\$320.00	\$416.00	\$480.00		
HP Laserjet Multi-Fuction (Colour A4) - 19ppm, c/w 50% Existing Toner - Exclude A4 Paper - Add. Toner @ \$200/color	\$420.00	\$546.00	\$630.00		
<b>DISPLAY MONITORS (16:9 ratio)</b>					
22" LED Monitor	\$80.00	\$104.00	\$120.00		
27" LED Monitor	\$120.00	\$156.00	\$180.00		
32" LED Display Monitor with Built in Speaker (Full HD with USB Port)	\$150.00	\$195.00	\$225.00		
42" LED Display Monitor with Built in Speaker (Full HD with USB Port)	\$280.00	\$364.00	\$420.00		
47" LED Display Monitor with Built in Speaker (Full HD with USB Port)	\$300.00	\$390.00	\$450.00		
55" LED Display Monitor with Built in Speaker (Full HD with USB Port)	\$400.00	\$520.00	\$600.00		
65" LED Display Monitor with Built in Speaker (Full HD with USB Port)	\$650.00	\$845.00	\$975.00		
75" LED Display Monitor with Built in Speaker (UHD 4KTV)	\$950.00	\$1,235.00	\$1,425.00		
84" LED Display Monitor with Built in Speaker (UHD 4KTV)	\$1,700.00	\$2,210.00	\$2,550.00		
Free Standing Floor Stand	\$100.00	\$130.00	\$150.00		

Please Keep a Copy for Your Records

DESCRIPTIONS	Advanced Rate On/ Before 1 Aug 2025	Standard Rate After 1 Aug 2025	Onsite Rate After 30 Aug 2025	Quantity	Total (SGD)
<b>SEAMLESS DISPLAY</b>					
46" Seamless Video Wall - 2 by 2 configuration - other configurations will be quoted upon request - brackets, stacker stands, speakers, - playback PC/laptop not included	\$2,400.00	\$3,120.00	\$3,600.00		
55" Seamless Video Wall - 2 by 2 configuration - other configurations will be quoted upon request - brackets, stacker stands, speakers, - playback PC/laptop not included	\$2,800.00	\$3,640.00	\$4,200.00		
Basic CPU for Video Playback	\$200.00	\$260.00	\$300.00		
CPU with Dedicated 1GB Graphic Card	\$450.00	\$585.00	\$675.00		
Audio System for Audio Playback -2 nos. EV 4.2 Speaker with amplifier	\$200.00	\$260.00	\$300.00		
P2.9mm LED Wall 500mm by 500mm modules (price per sqm)	\$500.00/sqm	\$650.00/sqm	\$750.00/sqm		
<b>TOUCH SCREEN MONITORS</b>					
32" Multi Touch Screen	\$650.00	\$845.00	\$975.00		
46" Single Touch Screen	\$950.00	\$1,235.00	\$1,425.00		
55" Multi Touch Screen	\$1,650.00	\$2,145.00	\$2,475.00		
Basic CPU Preloaded with OS Windows 10 only	\$300.00	\$390.00	\$450.00		
<b>AV EQUIPMENT</b>					
Blue-Ray DVD Player	\$80.00	\$104.00	\$120.00		
LCD Projector - 3000 ANSI Lumens	\$300.00	\$390.00	\$450.00		
LCD Projector – 5000 ANSI Lumens	\$800.00	\$1,040.00	\$1,200.00		
8ft x 8ft Pull up Tripod Projection Screen (Front)	\$180.00	\$234.00	\$270.00		
<b>AUDIO PA SYSTEM</b>					
Portable PA System c/w - 02 X 8-inch Speakers on Stand - 01 X Powered Amplifier - 01 X SLX Wired Microphone	\$500.00	\$650.00	\$750.00		
Sound System c/w - 02 X 10-inch Speakers on Stand - 01 X Powered Amplifier - 01 X 16-ch Mixer & EQ Rack - 01 X Rostrum Microphone - 02 X Shure ULX Wireless handheld Microphone - 01 X Laptop Audio Port • Sound Technician @ \$400/day/pax if required.	\$800.00	\$1,040.00	\$1,200.00		
Shure QLX Wireless Handheld OR Lavalier Microphone	\$200.00	\$260.00	\$300.00		
<b>* Subject to prevailing Goods &amp; Services Tax (GST)</b>			<b>Total Cost Before GST</b>		<b>S\$</b>
			<b>GST*</b>		<b>S\$</b>
			<b>Total Cost Including GST</b>		<b>S\$</b>

MODE OF PAYMENT (Please select preferred method of Payment)

*\*ORDER WILL ONLY BE FULFILLED UPON FULL PAYMENT RECEIPT*



**For Local Exhibitors: Crossed cheque or bank draft** made payable to **Ascend Com Pte Ltd**  
Mailing Address: **12 Lorong Bakar Batu 07-10, Singapore 348745**



**For Overseas Exhibitors: Telegraphic Transfer –**  
Please make payment in SGD to the following account: **Ascend Com Pte Ltd**  
Bank Name: **UOB Group**  
Bank Address: **Coleman Branch, 1 Coleman Street #01-14, The Adelphi, Singapore 179803**  
Account No: **503-311-632-3** Swift Code: **UOVBSGSG**  
Bank Code: **7375** Branch Code: **046**



**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:**

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:**

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2. Orders received after Friday, 1 Aug 2025 and Saturday, 30 Aug 2025, if available will be subject to a 30 % and 50% surcharge respectively. Priority will be given to advance orders.
3. Cancellation of orders received on/after Friday; 1 Aug 2025 will be subject to a 50% cancellation fee for the total amount of this Service Form.
4. Remittances must include bank commission. If final payment amount received is less than the total amount of this Service Form due to currency exchange rate variance, the remitting party is obliged to reimburse the difference.
5. Amount paid are non-refundable should there be a participation withdrawal and/or event be cancelled due to unforeseen circumstances.

## FREIGHT INSTRUCTION

**FORM 8**

Deadline: Fri. 15 Aug 2025

**Please Return Form to:**

**DSV SOLUTIONS PTE LTD**

5 Changi North Way, 3<sup>rd</sup> Floor, Singapore 498771

Tel : (65) 6571 5613

Attn : Mr Mohammad Farid

Email : [mohammad.farid.bin.abdullah@dsv.com](mailto:mohammad.farid.bin.abdullah@dsv.com)

Company Name: _____		Stand No.: _____
Business Address: _____		
Name: _____	Business Tel: _____	Business Email: _____

The Organiser has appointed DSV Solutions Pte Ltd as the sole Official Freight Forwarder and site handling agent for the exhibition. Should exhibitors engage another freight forwarder, please complete this service form for submission to DSV Solutions to facilitate freight handling at the exhibition site.

**Nominated Freight Forwarder's Details:**

Company Name: _____	
Business Address: _____	
Contact Person Name: _____	Business Email: _____
Business Tel: _____	Business Mobile: _____

In preparing for all shipments/ consignments, exhibitors must adhere to the following schedule:

Arrival of <b>COURIER</b> consignment	: 24 - 26 August 2025
Receipt of documentation for <b>SEAFREIGHT</b> consignment	: 14 August 2025
Arrival of <b>SEAFREIGHT</b> consignment	: 21 - 24 August 2025
Receipt of documentation for <b>AIRFREIGHT</b> consignment	: 17 August 2025
Arrival of <b>AIRFREIGHT</b> consignment	: 24 - 26 August 2025

**DEADLINE FOR DISPATCH OF DOCUMENTS (PRE-ALERTS)**

To ensure no delays or undue inconvenience for customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail be forwarded well in advance before the arrival of shipments according to the stipulated deadlines above. DSV Solutions will not be responsible for any delays and any port/airport storage charges will be re-charged at cost. **For late submission of documents, a penalty fee of minimum S\$100 will be imposed.**

# TEMPORARY PERSONNEL

**FORM 9**  
Deadline: Fri. 15 Aug 2025

**Please Return Form to:**

**Event Secret Service Pte Ltd**

60 Paya Lebar Road #10-36, Paya Lebar Square, Singapore 409051

Tel : (65) 8881 0410

Attn : Mr LAM Chun Wai

Email : [finance@eventsecretservice.com](mailto:finance@eventsecretservice.com)  
[chunwai@eventsecretservice.com](mailto:chunwai@eventsecretservice.com)

<b>Company Name:</b> _____		<b>Stand No.:</b> _____
<b>Business Address:</b> _____		
<b>Name:</b> _____	<b>Business Tel:</b> _____	<b>Business Email:</b> _____

- The following costs in the chart below are package prices per day for working during the exhibition period from 9am till 6pm, including a lunch break of 1 hour. Overtime charges will apply at the rate of 1.5 times if staff is required to work outside the above-specified hours and 2 times the rate if the working days falls on a Sunday or public holiday.
- If the staff is required to report for work before 8am or when the work ends after 10pm, a transport allowance will be charged at S\$30.00 per trip per personnel.
- Exhibitors are to submit to the Organiser their application for passes of their temporary staff engaged upon confirmation of the details from the Official Manpower Agency.
- Temporary personnel should not be entrusted with the handling of cash or other valuables.
- Exhibitors will be responsible for the safety of temporary personnel whilst at their stands and the Organiser/Temporary Personnel Agency will not be responsible for any losses or damages caused by such personnel.
- Cancellation of orders received on/after Friday; 15 Aug 2025 will be subject to a cancellation fee of 1 full day hire cost per personnel.

ROLES	Advanced Rate On/ Before 15 Aug 2025	Standard Rate After 15 Aug 2025	Onsite Rate After 30 Aug 2025	Dates	No. of Staff	Total (SGD)		
Senior/Experienced Exhibition Stand Hostess/ Attendant/Receptionist (English Speaking)	\$270.00	\$351.00	\$405.00	3 Sep				
				4 Sep				
				5 Sep				
Senior/Experienced Exhibition Stand Hostess/ Attendant/Receptionist (English & Mandarin Speaking)	\$320.00	\$416.00	\$480.00	3 Sep				
				4 Sep				
				5 Sep				
Exhibition Stand Hostess/ Attendant/Receptionist (English Speaking)	\$220.00	\$286.00	\$330.00	3 Sep				
				4 Sep				
				5 Sep				
Exhibition Stand Hostess/ Attendant/Receptionist (English/Mandarin Speaking)	\$270.00	\$351.00	\$405.00	3 Sep				
				4 Sep				
				5 Sep				
Personnel speaking English & a foreign language i.e. Japanese, German, Korean, French or Italian	Upon Request			3 Sep				
				4 Sep				
				5 Sep				
* Subject to prevailing Goods & Services Tax (GST)				Total Cost Before GST		S\$		
				GST*		S\$		
				Total Cost Including GST		S\$		

MODE OF PAYMENT (Please select preferred method of Payment)

*\*ORDER WILL ONLY BE FULFILLED UPON FULL PAYMENT RECEIPT*

**Telegraphic Transfer –**

Please make payment in SGD to the following account: **Event Secret Service Pte Ltd**

Bank Name: **Overseas-Chinese Banking Corporation Limited**

Bank Address: **Chulia Street, 63 OBCB Centre, Floor 10, Singapore**

Account No: **596-534-107-001** Swift Code: **OCBCSGSGXXX**

Bank Code: **7339** Branch Code: **596**

**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.

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