

**4<sup>TH</sup> IEEE INTERNATIONAL FUTURE ENERGY ELECTRONICS  
CONFERENCE IFEEC 2019  
25 – 28 November 2019  
Foyer, Grand Ballroom, Park Royal Beach Road**

**EXHIBITOR ORDER FORMS**



**DEADLINE: 25 October 2019**

**FORM 1**

Please Return Form to:

**CITYNEON EVENTS PTE LTD**

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

Tel : (65) 6571 6387

Attn : Ms Winna

Email : [winna.tay@cityneongroup.com](mailto:winna.tay@cityneongroup.com)

## FASCIA NAME ORDER FORM (Shell Scheme Booth ONLY)

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. SHELL SCHEME PACKAGE

#### 1.1. FASCIA NAME (PLEASE USE BLOCK LETTERS)

Please enter below the Company Name which you require on the fascia. This will be provided in UPPER CASE with English alphabets (maximum 24 letters).

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


#### 1.2. FASCIA LOGO

If you wish to have your logo on the fascia board, it will be chargeable at an additional cost:

☐ S\$120 per logo (subjected to 7% GST charge for local billing address)

#### 1.3. COLOR SCHEME/MATERIALS

Fascia : White fascia board

Company Name/Stand Number : Black vinyl sticker cut-out

#### 1.4. ENTITLEMENT IN PACKAGE OF 4SQM

- 13amp/230V single phase power outlet (max. 800W) x 1 unit
- 40W Fluorescent Light x 2 units

### **IMPORTANT!**

The company name to appear will be as per contract if this form is received later than the given deadline. Any changes made after the deadline of **25 October 2019** will be subjected to an administrative charge.

#### **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- (4) Amounts paid are non-refundable should the event be cancelled or withdrawn.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.

**Please Keep a Copy For Your Records**



**DEADLINE: 25 October 2019**

**FORM 2**

Please Return Form to:

**CITYNEON EVENTS PTE LTD**

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

Tel : (65) 6571 6387

Attn : Ms Winna

Email : [winna.tay@cityneongroup.com](mailto:winna.tay@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 for shell scheme exhibitors.**

DESCRIPTION OF SERVICES / ITEMS	ADVANCE RATE* <small>Submit on or before 25 October 2019</small>	STANDARD RATE* (+30%) <small>Submit after 25 October 2019</small>	ONSITE RATE* (+50%) <small>Start after 15 November 2019</small>	QTY	COST *
<b>SECTION A – INDIVIDUAL FITTINGS &amp; POWER SUPPLY</b> <i>(inclusive of lighting connections and electricity consumption)</i>					
40W Fluorescent Tube Light (4ft)	S\$ 55.00	S\$ 71.50	S\$ 82.50		
100W Standard Spotlight	S\$ 65.00	S\$ 84.50	S\$ 97.50		
100W Long Arm Spotlight	S\$ 75.00	S\$ 97.50	S\$ 112.50		
13Amp/230V SP 50Hz AC Socket (Max 800W) (Not for lighting use)	S\$ 55.00	S\$ 71.50	S\$ 82.50		
13Amp/230V SP 50Hz AC Socket with 24hrs Supply (Max 800W) (Not for lighting use)	S\$ 85.00	S\$ 110.50	S\$ 127.50		
15Amp/230V SP 50Hz AC Socket (Max 3kW) (Not for lighting use)	S\$ 95.00	S\$ 123.50	S\$ 142.50		
Travel Adaptor	S\$ 5.00	S\$ 6.50	S\$ 7.50		
<b>SECTION B – Supply And Connections Of Cabling Works To Light Fittings Only</b> <i>(inclusive of electricity consumption but light fittings to be supplied and installed by client)</i>					
Per Light Fitting Connection (Up to 100W)	S\$ 50.00	S\$ 65.00	S\$ 75.00		
Per Light Fitting Connection (Up to 300W)	S\$ 110.00	S\$ 143.00	S\$ 165.00		
Per Light Fitting Connection (Up to 500W)	S\$ 190.00	S\$ 247.00	S\$ 285.00		
LED Lighting Connection Per Meter Run	S\$ 50.00	S\$ 65.00	S\$ 75.00		
* Subject to 7% Goods & Services Tax (GST) * GST is not applicable for foreign-based exhibitors.	<b>Total Cost Before GST</b>				
	<b>7% GST*</b>				
	<b>Total Cost Including GST</b>				

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"/>	<b>For Local Exhibitors: Crossed cheque or bank draft</b> made payable to Cityneon Events Pte Ltd Mailing Address: Cityneon Events Pte Ltd, 25 Tai Seng Ave, #06-01, Cityneon Building, Singapore 534104
<input type="checkbox"/>	<b>For Overseas Exhibitors: Telegraphic Transfer</b> – Please make payment in SGD to the following account: <b>Cityneon Events Pte Ltd</b> Bank Name: Citibank, N.A. Bank Address: Singapore Branch, 8 Marina View, #17-01 Asia Square Tower 1, Singapore 018960 Account no: <b>0-853373-117</b> Swift Code: <b>CITISGSG</b> Bank Code: <b>7214</b> Branch Code: <b>001</b>
<input type="checkbox"/>	<b>Credit Card</b> (*subject to 4% credit card charges) Credit Card Type: AMEX / MASTERCARD / VISA A payment link will be generated and sent to recipient's email upon order confirmation. Please click on the link which will be taken to the payment page showing the amount due. Enter credit card details to complete the payment and receive a Payment Transaction Notification for the payment made. Given email address for payment notification: _____ <b>Signature:</b> _____

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**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: 25 October 2019**

**FORM 3**

Please Return Form to:

**CITYNEON EVENTS PTE LTD**

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

Tel : (65) 6571 6387

Attn : Ms Winna

Email : [winna.tay@cityneongroup.com](mailto:winna.tay@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 : \_\_\_\_\_

DESCRIPTION OF SERVICES / ITEMS		ADVANCE RATE* Submit on or before 25 October 2019	STANDARD RATE* (+30%) Submit after 25 October 2019	ONSITE RATE* (+50%) Start after 15 November 2019	QTY	COST *
Standard Furniture						
Folding Chair (White)		S\$20.00	S\$26.00	S\$30.00		
Easy Arm Chair (Black)		S\$55.00	S\$71.50	S\$82.50		
Round Bar Stool (Black)		S\$65.00	S\$84.50	S\$97.50		
Swivel Bar Stool (White)		S\$65.00	S\$84.50	S\$97.50		
Bistro Table (White) (600 diameter x 1.1mHt)		S\$80.00	S\$104.00	S\$120.00		
Round discussion table (White) (800 diameter x 0.74mHt)		S\$55.00	S\$71.50	S\$82.50		
Square discussion table (White) (0.8m x 0.8m x 0.74mHt)		S\$50.00	S\$65.00	S\$75.00		
Reception Desk (White) (1mL x 0.5mW x 0.75mHt)		S\$60.00	S\$78.00	S\$90.00		
Lockable Cabinet (White) (1mL x 0.5mW x 0.75mHt)		S\$80.00	S\$104.00	S\$120.00		

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DESCRIPTION OF SERVICES / ITEMS		ADVANCE RATE* Submit on or before 25 October 2019	STANDARD RATE* (+30%) Submit after 25 October 2019	ONSITE RATE* (+50%) Start after 15 November 2019	QTY	COST *
Standard Furniture						
High Lockable Cabinet (White) (1mL x 0.5mW x 1mHt)		S\$120.00	S\$156.00	S\$180.00		
Wall Shelving (White) (1mL x 0.3mW) <input type="checkbox"/> Flat Shelf <input type="checkbox"/> Sloped Shelf		\$55.00	SS\$71.50	S\$82.50		
Wastepaper Basket (Grey)		S\$5.00	S\$6.50	S\$7.50		
Ziggy Brochure Rack (Black)		S\$80.00	S\$104.00	S\$120.00		
* 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, #06-01, Cityneon Building, 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 A payment link will be generated and sent to recipient's email upon order confirmation. Please click on the link which will be taken to the payment page showing the amount due. Enter credit card details to complete the payment and receive a Payment Transaction Notification for the payment made. Given email address for payment notification: _____ 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:**

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



**DEADLINE: 25 October 2019**

**FORM 4**

Please Return Form to:

**CITYNEON EVENTS PTE LTD**

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

Tel : (65) 6571 6387

Attn : Ms Winna

Email : [winna.tay@cityneongroup.com](mailto:winna.tay@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 : \_\_\_\_\_

DESCRIPTION OF SERVICES / ITEMS	ADVANCE RATE* Submit on or before 25 October 2019	STANDARD RATE* (+30%) Submit after 25 October 2019	ONSITE RATE* (+50%) Start after 15 November 2019	QTY	COST *
SECTION A – BACKWALL GRAPHICS (artwork to be provided by client in jpeg, eps, pdf or Ai file with 300dpi resolution for printing)					
Digital printed graphics – direct on panel (Artwork dimension: 962mmL x 2380mmHt)	S\$175.00 per panel (1mL)	S\$227.5 per panel (1mL)	S\$262.50 per panel (1mL)		
Digital printed graphics on compressed foam-mounted on panel (Artwork dimension: 1030/2020/3010mmL x 2480mmHt)	S\$225.00 per panel (1mL)	S\$292.50 per panel (1mL)	S\$337.50 per panel (1mL)		
SECTION A – COUNTER GRAPHICS (artwork to be provided by client in jpeg, eps, pdf or Ai file with 300dpi resolution for printing)					
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		
* 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, #06-01, Cityneon Building, 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 A payment link will be generated and sent to recipient's email upon order confirmation. Please click on the link which will be taken to the payment page showing the amount due. Enter credit card details to complete the payment and receive a Payment Transaction Notification for the payment made. Given email address for payment notification: _____ 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

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





**DEADLINE: 25 October 2019**

**FORM 5**

Please Return Form to:

**CITYNEON EVENTS PTE LTD**

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

Tel : (65) 6571 6387

Attn : Ms Winna

Email : [winna.tay@cityneongroup.com](mailto:winna.tay@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



FLUORESCENT TUBE

**SO**

POWER SOCKET