

**GRAPHIC PRINTING SERVICES FOR HUPO 2026**

Deadline : **04 September 2026**  
 Form returns to : Cityneon Events Pte Ltd  
 Attention : Ms Nazirah  
 Contact No. : 6571 6408  
 Email : [nazirah.ronilizan@neonglobal.com](mailto:nazirah.ronilizan@neonglobal.com)

|                       |   |  |            |   |                              |
|-----------------------|---|--|------------|---|------------------------------|
| <b>Company Name</b>   | : |  |            |   |                              |
| <b>Address</b>        | : |  |            |   |                              |
| <b>Contact Person</b> | : |  | <b>Tel</b> | : | <b>Booth No.</b>             |
| <b>Email</b>          | : |  |            |   | <b>Signature &amp; Date:</b> |




- All design, artwork, and/or logos must be submitted to us strictly by **04 September 2026**. Any design, artwork, and/or logo received after **25 September 2026** is subjected to availability.
- Cost quoted is inclusive of print and installation.
- No painting, wallpapering or pasting on Booth panels by external contractors are allowed. Any double-sided or adhesive tape must be removed from the Booth panels after the Events. Otherwise, removal fee is to be borne by Exhibitors.
- Please adhere to the below deadlines to avoid surcharges and ensure smooth processing of your order.
  - Advance Rate** : Submit on/ before **04 September 2026**
  - Standard Rate (30% surcharge)** : Submit after **04 September 2026**
  - Onsite Rate (50% surcharge)** : Submit on/ after **25 September 2026**





**Artwork Submission Guidelines:**

- Finalised artwork must strictly follow the required dimensions. Please double-check measurements with the Cityneon Team if you are unsure prior to submission.
- All files must be submitted in **PDF and AI/EPS formats** with a minimum resolution of **300dpi** suitable for printing.
- A **3mm bleed** must be included on all artwork files.
- Kindly provide a clear graphic layout reference to facilitate accurate and efficient installation.
- Artwork files should be shared via a **Google Drive link, WeTransfer, or any downloadable file-sharing link**. Please ensure the link is accessible and not restricted.

| Category | Description   | Unit Price (SGD) | Quantity | Subtotal (SGD) |
|----------|---|------------------|----------|----------------|
| Backwall | <p><b>System Panel with Graphic print on Compressed Foam</b><br/>                     (Gives a seamless backdrop to the booth as the poles and beams will be hidden.<br/>                     Artwork size varies according to the length of the wall.)</p> <p>Artwork size (per m): <b>1mL x 2.5mH</b></p> <p><b>Note:</b></p> <p>a. <b>3mL</b> sidewall/backwall</p> <ul style="list-style-type: none"> <li>• Artwork size required: 3mL x 2.5mH</li> <li>• Production Cost = SGD 250.00 x 3m = SGD750.00</li> </ul> <p>b. <b>6mL</b> sidewall/backwall</p> <ul style="list-style-type: none"> <li>• Artwork size required: 6mL x 2.5mH</li> <li>• Production Cost = SGD 250.00 x 6m = SGD1,500.00</li> </ul> | 250 per mrun     |          |                |



|                        |  |                     |  |  |
|------------------------|--|---------------------|--|--|
| <p>Backwall</p>        | <p><b>System Panel with Direct Graphic Print</b></p> <p>Artwork size (per m): <b>0.962mL x 2.4mH</b></p> <p><b>Note:</b><br/> c. <b>3mL</b> sidewall/backwall</p> <ul style="list-style-type: none"> <li>• Artwork size required: 0.962mL x 2.4mH x 3nos</li> <li>• Production Cost = SGD 160.00 x 3m = SGD480.00</li> </ul> <p>d. <b>6mL</b> sidewall/backwall</p> <ul style="list-style-type: none"> <li>• Artwork size required: 0.962mL x 2.4mH x 6nos</li> <li>• Production Cost = SGD 160.00 x 6m = SGD960.00</li> </ul>  | <p>160 per mrun</p> |  |  |
| <p>750mmHt Counter</p> | <p><b>Reception Counter 750mmH with Graphic print on Compressed Foam</b><br/> <i>(Applicable for both Lockable/ Non-Lockable)</i></p> <p>Artwork size (1 lot):<br/> Front: <b>0.98mL x 0.75mH</b><br/> Side: <b>0.48mL x 0.75mH</b> x 2nos</p>   | <p>150</p>          |  |  |
|                        | <p><b>Reception Counter 750mmH with Graphic print on Compressed Foam</b><br/> <i>(Applicable for both Lockable/ Non-Lockable)</i></p> <p>Artwork size: Artwork size: <b>0.98mL x 0.75mH</b> (front graphic only)</p>    | <p>75</p>           |  |  |

|   |  |                          |  |  |
|---|--|--------------------------|--|--|
| 750mmHt Counter   | <p><b>Reception Counter 750mmH with Direct Graphic print</b><br/>(Applicable for both Lockable/ Non-Lockable)</p> <p>Artwork size (1 lot):<br/>Front: <b>0.92mL x 0.66mH</b><br/>Side: <b>0.43mL x 0.66mH</b> x 2nos</p>  | 100                      |  |  |
|   | <p><b>Reception Counter 750mmH with Direct Graphic print</b><br/>(Applicable for both Lockable/ Non-Lockable)</p> <p>Artwork size: <b>0.92mL x 0.66mH</b> (front graphic only)</p>                                        | 50                       |  |  |
| 1mHt Counter  | <p><b>High Counter 1000mmH with Graphic print on Compressed Foam</b><br/>(Applicable for both Lockable/ Non-Lockable)</p> <p>Artwork size (1 lot):<br/>Front: <b>1mL x 1mH</b><br/>Side: <b>0.5mL x 1mH</b> x 2nos</p>   | 200                      |  |  |
| 1mHt Counter  | <p><b>High Counter 1000mmH with Direct Graphic print</b><br/>(Applicable for both Lockable/ Non-Lockable)</p> <p>Artwork size (1 lot):<br/>Front: <b>0.962mL x 0.92mH</b><br/>Side: <b>0.462mL x 0.92mH</b> x 2nos</p>  | 150                      |  |  |
| <p>* <b>Subject to 9% Goods &amp; Services Tax (GST)</b><br/>* <b>GST is not applicable for foreign-based exhibitors</b></p>                      |  | Total cost before GST    |  |  |
|   |  | 9% GST                   |  |  |
|   |  | Total Cost including GST |  |  |
| <p><i>Should there be any cancellation of orders, there will be a 100% cancellation fee for cancellation received two weeks before event.</i></p> |  |                          |  |  |

MODE OF PAYMENT (Please select preferred method of Payment)

*\*Order will only be processed upon full payment*

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| <input type="checkbox"/> <b>For Local Exhibitors: Crossed cheque or bank draft</b> made payable to Cityneon Events Pte Ltd<br>Mailing Address: Cityneon Events Pte Ltd, 25 Tai Seng Avenue, Cityneon Building #06-01, Singapore 534104   |
| <input type="checkbox"/> <b>For Local Exhibitors: PAYNOW</b> made payable to Cityneon Events Pte Ltd<br><b>UEN: 200714007D</b>   |
| <input type="checkbox"/> <b>For Overseas Exhibitors: Telegraphic Transfer</b> – Please make payment in SGD to the following account:<br><b>Cityneon Events Pte Ltd</b><br>Bank Name: Citibank, N.A.<br>Bank Address: Singapore Branch, 8 Marina View, #17-01 Asia Square Tower 1, Singapore 018960<br>Account no: <b>0-853373-117</b> Swift Code: <b>CITISGSG</b><br>Bank Code: <b>7214</b> Branch Code: <b>001</b>                        |
| <input type="checkbox"/> <b>For Local and Overseas Exhibitors – Credit Card Payment</b><br>Payment via credit card is available for both local and overseas exhibitors. A secure payment link will be issued once the invoice has been issued. Please note that a 4% administrative fee applies to all credit card transactions. This administrative fee will be charged separately and will not be reflected in the official tax invoice. |

**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 or telegraphic transfer.
- (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) Full cost shall apply for cancellation received two weeks before the event. Orders without remittances will not be entertained.
- (5) Amounts paid are non-refundable should the event be cancelled or withdrawn.
- (6) An invoice will be issued to you upon receiving the order form and payment details will be instructed.