



**CITYNEON PHILIPPINES INC.**  
**8481 West Service Road, KM. 14, Brgy. Merville, SSH, Parañaque City**  
 Tel. No.: +632.776.4616 to 20 Fax No.: +632.776.4611  
 Email : [sales.org@cityneon.com.ph](mailto:sales.org@cityneon.com.ph) / [sales.corp@cityneon.com.ph](mailto:sales.corp@cityneon.com.ph)

**OFFICIAL BOOTH CONTRACTOR**

**PLEASE RETURN THIS FORM ON OR BEFORE THE DEADLINE**

**EVENT TITLE:** TRENCHLESS 2024

**EVENT DATE:** JULY 16-17, 2024

**SUBMISSION DEADLINE:** JULY 5, 2024

**FURNITURE ORDER FORM**

- For Exhibitors with additional order, please fill-up this form and return it on or before the set deadline.
- As stocks are limited, late orders received after deadline are not guaranteed and if accepted will be subjected to a surcharge of 30% and 50% surcharge for all on-site orders.
- All items are on rental basis only. All orders must be accompanied with proof of remittance. Orders without payment will not be entertained. Full payment is due before installation and delivery.
- The expected location of items ordered must be marked on the attached plan, or it will be installed at Cityneon’s discretion. Any relocation not indicated will be charged 20% of the price of the rented item as a labor fee.
- Facilities and services not indicated on the forms are subject to quotation and availability.
- Cancellation of orders must be submitted in writing. Cancellation after the deadline is subject to cancellation charge of 15%. No refund or replacement of orders during ingress period.

ITEM DESCRIPTION	UNIT COST		QTY	TOTAL
	PESO	USD		
Folding Chair	500.00	15.00		
Bar Stool (C06)	1,200.00	30.00		
Bar/Cocktail Table	3,000.00	60.00		
Round Table (T02)	2,500.00	60.00		
Square Table (T01)	2,500.00	60.00		
Reception Desk (C01)	1,800.00	40.00		
Lockable Cabinet (C02)	3,500.00	70.00		
Lockable Counter (C03)	4,000.00	90.00		
Glass Showcase S03	6,500.00	140.00		
Glass Showcase S02	7,500.00	160.00		
Glass Showcase S01	9,500.00	200.00		
Brochure Rack	3,000.00	80.00		
Hydraulic Chair	2,500.00	50.00		
New Reception Table	4,000.00	80.00		
New Lockable Table	5,500.00	110.00		
New Display Showcase	12,500.00	245.00		
New Cocktail Table	4,000.00	80.00		
Wall Shelving (Flat)	1,000.00	20.00		
Bar Refrigerator	8,000.00/day	180.00/day		
Potted Plants	1,000.00	20.00		
Wastepaper basket (WB01)	500.00	10.00		
Needle-punch Carpet (per sq. m.)	1,000.00	25.00		
White Panel 1.0m (w) x 2.5m (h)	2,500.00	50.00		
White Panel 1.0m (m) x 1.25m (h)	1,800.00	40.00		
Water Dispenser Hot/Cold (WD01)	9,500.00	200.00		
			<b>Total Cost Before Tax:</b>	
			<b>Plus 12% Gov’t. Tax:</b>	
			<b>Total Cost (Tax Inclusive)</b>	

EXHIBITING COMPANY _____	CONTACT PERSON _____
BUSINESS ADDRESS _____	DESIGNATION _____
_____	TEL. NO.: _____

**PLEASE RETURN THESE FORMS DIRECTLY TO:**

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**SUBMISSION DEADLINE:** JULY 5, 2024

**LIGHTING & ELECTRICAL ORDER FORM**

- For Exhibitors with additional order, please fill-up this form and return it on or before the set deadline.
- As stocks are limited, late orders received after deadline are not guaranteed and if accepted will be subjected to a surcharge of 30% and 50% surcharge for all on-site orders.
- All items are on rental basis only. All orders must be accompanied with proof of remittance. Orders without payment will not be entertained. Full payment is due before installation and delivery.
- Cancellation of orders must be submitted in writing. Cancellation after the deadline is subject to cancellation charge of 15%. No refund or replacement of orders during ingress period.
- Exhibitors and other contractors are not allowed to install any additional lighting devices for shell scheme booths without prior notification to the official contractor. Please also declare the total electrical load that you'll be using during the show proper.
- Client should provide power supply / voltage regulator for all of their equipment, otherwise CPI is not liable to any damages cause by power shortage.
- Connectors or joints and wiring from the power point to their exhibits / machinery are to be provided by the exhibitors.
- Using electrical extension or multi-plug is not allowed.
- Facilities and services not indicated on the forms are subject to quotation and availability. 24 hours electrical supply must be ordered separately on individual job basis.
- The expected location of items ordered must be marked on the attached plan, or it will be installed at Cityneon's discretion. Any relocation will be charge 20% of the price of the rented item as a labor fee.
- Only the Official Contractor will be permitted to undertake electrical work from the source of the supply in the exhibition area.
- Power point supplied is to be used for running equipment / exhibit only.
- Power consumption is not included otherwise it is indicated in the consumption order form.

ITEM DESCRIPTION	UNIT COST		ELECTRICAL CONSUMPTION		QTY	TOTAL
	PESO	USD	PESO	USD		
40 watts fluorescent Tube (4 feet)	1,200.00	30.00				
100 watts Standard Spotlight	1,500.00	40.00				
100 watts Arm Spotlight	2,000.00	50.00				
Convenience outlet (400watts) 2pins, Duplex	2,000.00	50.00				
20 Amp 220V Single Phase 60Hz Circuit Breaker	10,000.00	220.00				
30 Amp 220V Single Phase 60Hz Circuit Breaker	15,000.00	320.00				
60 Amp 220v Single Phase 60Hz Circuit Breaker	28,000.00	600.00				
20 Amp 220V Three Phase 60Hz Circuit Breaker	20,000.00	380.00				
30 Amp 220v Three Phase 60Hz Circuit Breaker	28,000.00	600.00				
60 Amp 220v Three Phase 60Hz Circuit Breaker	55,000.00	1,200.00				
Universal Adaptor	500.00	10.00				
Lighting Hook - Up (for exhibitors existing light fittings only max 100w)	1,500.00 Per point	30.00				
LED Lighting per Connection (Max. 2ml/Connection)	1,500.00	30.00				
LED Lighting per Connection (Max. 2 fittings/Connection)	1,500.00	30.00				
<b>Total cost before Tax:</b>						
<b>Plus 12% Gov't Tax:</b>						
<b>Total Cost (Tax Inclusive)</b>						

EXHIBITING COMPANY \_\_\_\_\_  
 BUSINESS ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_  
 DESIGNATION \_\_\_\_\_  
 TEL. NO.: \_\_\_\_\_  
 FAX NO.: \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_  
 DATE SIGNED: \_\_\_\_\_

BOOTH NO.: \_\_\_\_\_

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**EVENT TITLE:** TRENCHLESS 2024

**EVENT DATE:** JULY 16-17, 2024

**SUBMISSION DEADLINE:** JULY 5, 2024

**AUDIO-VISUAL ORDER FORM**

- For Exhibitors with additional order, please fill-up this form and return it on or before the set deadline.
- As stocks are limited, late orders received after deadline are not guaranteed and if accepted will be subjected to a surcharge of 30% and 50% surcharge for all on-site orders.
- All items are on rental basis only. All orders must be accompanied with proof of remittance. Orders without payment will not be entertained. Full payment is due before installation and delivery.
- Cancellation of orders must be submitted in writing. Cancellation after the deadline is subject to cancellation charge of 15%. No refund or replacement of orders during ingress period.

ITEM DESCRIPTION	UNIT COST /PER DAY BASIS ONLY		QTY	TOTAL
	PESO	USD		
42" LED TV Monitor (USB-Ready)	11,000.00	220.00		
50" LED TV Monitor (USB-Ready)	17,000.00	350.00		
LCD Multimedia Projector 1250 ANSI LUMENS, 70 x 70 projection screen w/ DVD player	5,000.00	150.00		
LCD Multimedia Projector 3000 ANSI LUMENS, 6 x 8 ft widescreen w/ DVD player	10,000.00	200.00		
Projector Screen w/ Stand: 70" x 70" Front Projection	1,500.00	30.00		
72" x 72" Front Projection	1,800.00	35.00		
7.5' x 10' Rear / Front Projection	4,000.00	80.00		
<b>Total Cost Before Tax:</b>				
<b>Plus 12% Gov't. Tax:</b>				
<b>Total Cost (Tax Inclusive)</b>				

EXHIBITING COMPANY \_\_\_\_\_  
BUSINESS ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_  
DESIGNATION \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_  
DATE SIGNED: \_\_\_\_\_

TEL. NO.: \_\_\_\_\_  
FAX NO.: \_\_\_\_\_

BOOTH NO.: \_\_\_\_\_

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**ORGANIZER'S STAND PACKAGE**

For Exhibitors who wish to use the Organizer's Stand Package, Tick  as appropriate:

- We will use the Standard Shell Scheme Package  With Fascia Board  
 Without Fascia Board  
 We will be building our own stand

Our stand fascia wordings are:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Only one fascia name not more than 25 characters are allowed on each exhibition stand. However, approval for more than one fascia name may be granted by the organizers for individual stand sizes of 18 square meters and above.

Exhibitors who have contracted for Shell stand or Standard Package and who are located in corner or independent perimeter stands are to indicate in the attached location plan, if any sidewall is required. If no preference is indicated, no side wall (s) will be provided in order to give better visibility.

This form should be submitted on the set deadline otherwise the company name to appear is from the organizer's official list.

EXHIBITING COMPANY _____	CONTACT PERSON _____
BUSINESS ADDRESS _____	DESIGNATION _____
_____	TEL. NO.: _____
	FAX NO.: _____
AUTHORIZED SIGNATURE _____	
DATE SIGNED: _____	BOOTH NO.: _____

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EVENT TITLE:

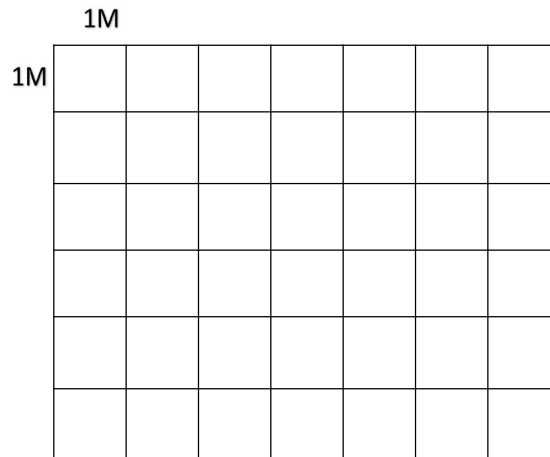
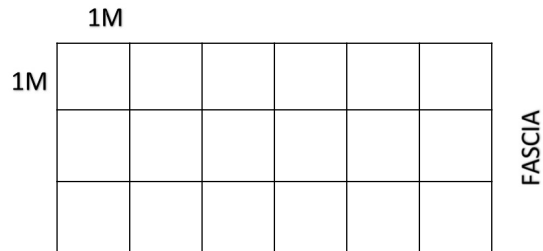
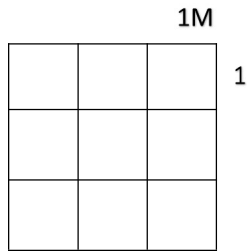
EVENT DATE:

SUBMISSION DEADLINE:

## LOCATION PLAN

Exhibitor's are requested to indicate on the plan below the position of all electrical, wall fittings and shelves, etc.





### TOP ELEVATION



Fascia Board  Yes  No

**Keys:**

Flourescent Tube   
 Power Point   
 Long Arm Spotlight   
 Spotlight 

Shelf   
 Panel / Dividers   
 Glass Showcase with Lighting   
 LCD / TV / DVD 

**Important Note:**

*The expected location of rented items must be marked on the above plan, or it will be installed at Cityneon's discretion. Any relocation will be charged 20% of the price as labor fee.*

EXHIBITING COMPANY \_\_\_\_\_  
 BUSINESS ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_  
 DESIGNATION \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_  
 DATE SIGNED: \_\_\_\_\_

TEL. NO.: \_\_\_\_\_  
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**OUTSIDE CONTRACTOR**

**APPLICATION FORM**

**(REQUIRED PRIOR TO ENTRY)**

Exhibiting Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
 Address: \_\_\_\_\_ Booth Area: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

- Before a contractor is permitted to start working, they have to pay the required **Service Responsibility Fee (SRF)** of **PHP 250.00 per square meter plus 12% VAT** to the Official Booth Contractor, **Cityneon Philippines Inc.**, and sign an undertaking to guarantee to conduct proper schedule of work and observance of the exhibition hall regulations. The Outside Contractor will only be allowed to bring in exhibition materials and commence work when SRF is paid to the Official Booth Contractor.
- Before an outside contractor / worker will be given permission to enter the venue, pay the **Event I.D. fee of PHP 50.00 per I.D.**
- **No Pay, No Entry** is strictly implemented.

Name of Contractor: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_  
 Date of Ingress: \_\_\_\_\_ Date of Egress: \_\_\_\_\_  
 Total Number of Temporary Event I.D. requested \_\_\_\_\_

<b>Total Booth Area of Exhibitor</b> _____ <b>Square meter</b>	<b>USD 5.00</b>	
	<b>Plus 12% VAT</b>	
	<b>Total SRF</b>	

\_\_\_\_\_  
 Exhibitor Authorized Signatory  
 (Signature over Printed Name)

\_\_\_\_\_  
 Contractor Authorized Signatory  
 (Signature over Printed Name)

\_\_\_\_\_  
 Cityneon Authorized Signatory  
 (Signature over Printed Name)

\_\_\_\_\_  
 Date Received

**Complete and fax or email this form with proof of payment to:**

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