

[OF-027]

This order form is for static media and design services. Please complete and submit this form to your dedicated Suntec Point of Contact no later than 21 days prior to move-in day of the event.

All forms are to be completed by the signatory of the licensing agreement. To change authorised personnel for submissions, please complete AP-001 Change in Authorised Personnel Permit.

### Contact Details

**Licensee/Authorised Party's Name:**


**Licensing Agreement Number:**

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**Event Name:**


**Contact Number:**


### Terms & Conditions

- Upon submission of this form, Suntec Singapore will issue a contract for endorsement.
- Invoices will be issued upon receipt of signed contract.
- Pre-payment is required for all orders.
- Orders will only be confirmed once a signed contract has been returned and payment has been made.
- Order forms are applicable for pre-orders only. Submission of pre-orders should follow the stipulated timeline.
- Price quoted includes static platform only and does not include production and installation costs.
- Pre-approval and submission of **Permit to Work** is required for all installations for installation above 4 metres.
- For more information on media specifications and design services, see [Technical Guide \[Static Media\]](#).
- Suntec Singapore reserves the right to revise the indicative prices and menu items without any prior notice given.
- All confirmed orders are non-refundable and non-returnable.
- All prices are subject to prevailing government taxes.
- All standard terms and conditions apply.
- All information is intended as a guide only.
- This form is valid till 31 December 2023.

### Order Submission

Orders required are to be stated below:

Item Code	Item	Price	Start Date	End Date	Quantity	Total Price

[OF-027]

## Service Offerings

All production and installation/dismantling of static media are to be provided by Suntec Singapore and the Centre's appointed supplier(s) only. As such, all static media costs shall be inclusive of the media rates per day and the estimated production costs.

Escalator Banners				
Item	Location	Unit of Measurement	Media Rate Per Day	Estimated Production Cost
Escalator Banner [Level 3 to Level 4]	L3ES1	Per Panel, Per Day	\$1,000	\$320
	L3ES2			
	L3ES3			
	L3ES4			
	L3ES5			
	L3ES6			
Escalator Banner [Level 4 to Level 6]	L4ES1	Per Panel, Per Day	\$1,000	\$660
	L4ES2			
	L4ES3			
	L4ES4			

Glass Railing Banners				
Item	Location	Unit of Measurement	Media Rate Per Day	Estimated Production Cost
Glass Railing Banners [Level 4]	L4RA	Per Panel, Per Day	\$500	\$520
	L4RB		\$1,500	\$1,300
	L4RC		\$900	\$920
	L4RD		\$2,000	\$2,100
	L4RE		\$900	\$920
	L4RF		\$1,500	\$1,450
	L4RG		\$500	\$520
Escalator Banner [Level 4 to Level 6]	L6RA	Per Panel, Per Day	\$2,000	\$1,450
	L6RB		\$1,000	\$1,150
	L6RC		\$2,000	\$1,450
	L6RD		\$1,000	\$1,200
	L6RE		\$2,000	\$1,450

Internal Lift Door Decals				
Item	Location	Unit of Measurement	Media Rate Per Day	Estimated Production Cost
Internal Lift Door Decals [Elevator 1]	EL1	Per Lift, Per Day	\$1,000	\$320
Internal Lift Door Decals [Elevator 2]	EL2			
Internal Lift Door Decals [Elevator 3]	EL3			
Internal Lift Door Decals [Elevator 4]	EL4			

# MEDIA SERVICES – STATIC MEDIA ORDER FORM

[OF-027]

Internal Lift Door plus Floor Decal				
Item	Location	Unit of Measurement	Media Rate Per Day	Estimated Production Cost
Internal Lift Door & Landing Decals [Elevator 1]	EL1	Per Lift, Per Day	\$1,200	\$520
Internal Lift Door & Landing Decals [Elevator 2]	EL2			
Internal Lift Door & Landing Decals [Elevator 3]	EL3			
Internal Lift Door & Landing Decals [Elevator 4]	EL4			

Lift Lobby Dominance				
Item	Location	Unit of Measurement	Media Rate Per Day	Estimated Production Cost
Lift Lobby Dominance [Basement 2 – Elevator 1]	B2EL1	Per Lift, Per Day	\$1,200	\$800
Lift Lobby Dominance [Basement 2 – Elevator 2]	B2EL2			
Lift Lobby Dominance [Basement 2 – Elevator 3]	B2EL3			
Lift Lobby Dominance [Basement 2 – Elevator 4]	B2EL4			
Lift Lobby Dominance [Basement 1 – Elevator 1]	B1EL1			
Lift Lobby Dominance [Basement 1 – Elevator 2]	B1EL2			
Lift Lobby Dominance [Basement 1 – Elevator 3]	B1EL3			
Lift Lobby Dominance [Basement 1 – Elevator 4]	B1EL4			
Lift Lobby Dominance [Level 3 – Elevator 1]	L3EL1			
Lift Lobby Dominance [Level 3 – Elevator 2]	L3EL2			
Lift Lobby Dominance [Level 3 – Elevator 3]	L3EL3			
Lift Lobby Dominance [Level 3 – Elevator 4]	L3EL4			
Lift Lobby Dominance [Level 4 – Elevator 1]	L4EL1			
Lift Lobby Dominance [Level 4 – Elevator 2]	L4EL2			
Lift Lobby Dominance [Level 4 – Elevator 3]	L4EL3			
Lift Lobby Dominance [Level 4 – Elevator 4]	L4EL4			

# MEDIA SERVICES – STATIC MEDIA ORDER FORM

[OF-027]

V-Wall Banner				
Item	Location	Unit of Measurement	Media Rate Per Day	Estimated Production Cost
V-Wall Banner [Level 4]	L4VA	Per Section, Per Day	\$1,000	\$1,360
	L4VB			
	L4VC			
	L4VD			
	L4VE			
	L4VF			
	L4VG			
	L4VH			
	L4VI			
	L4VJ			
V-Wall Banner [Level 6]	L6VA	Per Section, Per Day	\$1,000	\$1,360
	L6VB			
	L6VC			
	L6VD			
	L6VE			
	L6VF			
	L6VG			
	L6VH			
	L6VI			
	L6VJ			

Screen Wall Banner				
Item	Location	Unit of Measurement	Media Rate Per Day	Estimated Production Cost
V-Wall Banner [Level 4]	L4SWB1	Per Section, Per Day	\$3,300	\$4,500
	L4SWB2			
	L4SWB3			

[OF-027]

Concourse Facade Banner				
Item	Location	Unit of Measurement	Media Rate Per Day	Estimated Production Cost
Facade Banner [Level 3]	L3FB1	Per Panel, Per Day	\$1,500	\$4,600
	L3FB2			
	L3FB3			
	L3FB4			
	L3FB5			
	L3FB6			
	L3FB7			
	L3FB8			
	L3FB9			
	L3FB10			
	L3FB11			
	L3FB12			
	L3FB13			
	L3FB14			
	L3FB15			
	L3FB16			
Lower Facade Banner [Level 3]	L3LFB1	Per Panel, Per Day	\$950	\$3,700
	L3LFB2			
	L3LFB3			
	L3LFB4			
	L3LFB5			
	L3LFB6			
	L3LFB7			
	L3LFB8			
	L3LFB9			
	L3LFB10			
	L3LFB11			
	L3LFB12			
	L3LFB13			
	L3LFB14			
	L3LFB15			
	L3LFB16			

Concourse Feature Banner				
Item	Location	Unit of Measurement	Media Rate Per Day	Estimated Production Cost
Concourse Feature Banner [Level 3]	L3CONCO	Per Panel, Per Day	\$2,000	\$2,500

# MEDIA SERVICES – STATIC MEDIA ORDER FORM

[OF-027]

Entrance Door – Side Panel Decal				
Item	Location	Unit of Measurement	Media Rate Per Day	Estimated Production Cost
Entrance Door – Side Panel Decals [Level 3 – Concourse 2]	CONCO2A	Per Door, Per Day	\$1,000	\$550
	CONCO2B			
Entrance Door – Side Panel Decals [Level 3 – Concourse 3]	CONCO2C			
	CONCO2D			

Entrance Door – Strip Decal				
Item	Location	Unit of Measurement	Media Rate Per Day	Estimated Production Cost
Entrance Door – Strip Decal [Level 3 – Concourse 2]	CONCO2A	Per Door, Per Day	\$1,000	\$300
	CONCO2B			
Entrance Door – Strip Decal [Level 3 – Concourse 3]	CONCO2C			
	CONCO2D			

Crescent Escalator Wall & Bulkhead Banner				
Item	Location	Unit of Measurement	Media Rate Per Day	Estimated Production Cost
Escalator Wall Banner [Level 3 – Concourse]	CRESWB	Per Panel, Per Day	\$800	\$1,750
Escalator Bulkhead Banner [Level 3 – Concourse]	CRESBH		\$600	\$3,550

Crescent Escalator Landing Wall & Glass Door Branding Strip				
Item	Location	Unit of Measurement	Media Rate Per Day	Estimated Production Cost
Crescent Escalator Landing Wall Strip [Level 3 – Concourse]	CRESLWBS	Per Panel, Per Day	\$600	\$150
Glass Door Branding Strip [Level 3 – Concourse]	CRESGDBS		\$1,000	\$150

Exit Pillar Banner				
Item	Location	Unit of Measurement	Media Rate Per Day	Estimated Production Cost
Exit Pillar Banner [Pillar A]	EXITA	Per Panel, Per Day	\$600	\$160
Exit Pillar Banner [Pillar B]	EXITB			
Exit Pillar Banner [Pillar C]	EXITC			\$190
Exit Pillar Banner [Pillar D]	EXITD			

Driveway Wallscape Banner				
Item	Location	Unit of Measurement	Media Rate Per Day	Estimated Production Cost
Driveway Wallscape Banner	Level 1	Per Panel, Per Day	\$3,300	\$1,850

[OF-027]

<b>Driveway Traffic Bollard Decals</b>				
<b>Item</b>	<b>Location</b>	<b>Unit of Measurement</b>	<b>Media Rate Per Day</b>	<b>Estimated Production Cost</b>
Traffic Bollard Decals [for a set of 47 bollards]	Level 1	Per Set, Per Day	\$950	\$1,645