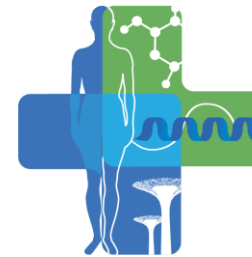


HUPO 2026 Exhibitor Manual

September 27 – October 1, 2026 | Singapore



25th Human Proteome Organization World Congress

HUPO

Sep 27 - Oct 1, 2026
2026.hupo.org

SINGAPORE

Proteomics Plus: Transforming Lives

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Event Summary

Date: September 27 - October 1, 2026
Location: Singapore
Venue: Suntec Singapore Convention & Exhibition Centre
Room: Summit 1+2 & Room 328 + 329 + Room 324 - 326, Level 3
Website: <https://2026.hupo.org/>

Purpose & Host

We are thrilled to invite you to the vibrant city of Singapore for the 2026 Human Proteome Organization World Congress (HUPO 2026), taking place from September 27 to October 1, 2026. This year, we are embracing the theme “Proteomics Plus: Transforming Lives” and we are excited to explore how proteomics is shaping the future of health and medicine in ways we could have only dreamed of a few years ago.

Proteomics is no longer just a field of study; it is a catalyst for change. From cutting-edge breakthroughs to real-world solutions, the impact of proteomics is undeniable. At this Congress, we will come together to celebrate how our work is transforming lives— from advancing medical treatments to uncovering new ways to understand health on a global scale. It is an opportunity to see how the science is evolving and, most importantly, how it is making a real difference in people’s lives.

This is more than just another Congress - it is a chance to connect with like-minded peers, share ideas, and push the boundaries of what proteomics can achieve.



Contact Information



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HUPO 2026 Secretariat

Exhibit Manager

Phoebe Ko

+81-50-1790-2068 #543

Hupo2026-Fulfillment@icsevents.com

Partnership Manager

Chelsea Prangnell

+1-778-716-6723

Hupo-partnerships@icsevents.com

Registration & Housing Manager

Kirsty Graham

Hupo2026-registration@icsevents.com

Venue Services

Suntec Singapore Convention & Exhibition Centre

Internet

telecoms@suntecsingapore.com

General Show Services

Cityneon Events Pte. Ltd.

Ms Nazirah: +65-6571 6408

nazirah.ronilizan@neonglobal.com

Huishan Siew (In-booth cleaning)

huishan.siew@neonglobal.com

Customs Broker & Transportation

APT Showfreight(S) Pte Ltd

Brenda Tan: +65-6499 8978

Brenda.tan@aptshowfreight.com

Lead Retrieval

To be provided in May 2026

Deadlines



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	Mandatory Forms	Return to	Due Date
<input type="checkbox"/>	Custom-built Booth Submission for Approval	Congress Secretariat	July 3, 2026
<input type="checkbox"/>	Logo, Company Bio	Congress Secretariat	August 7, 2026
<input type="checkbox"/>	Certificate of Insurance (mandatory)	Congress Secretariat	August 7, 2026
<input type="checkbox"/>	Exhibit Staff Registration	Congress Secretariat to send Reg Code	August 7, 2026
<input type="checkbox"/>	Accommodation	Booking link made available after Registration	August 7, 2026

Deadlines



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	Exhibitor Services	Return to	Due Date
<input type="checkbox"/>	Booth Entertainment Request	Congress Secretariat	August 7, 2026
<input type="checkbox"/>	Giveaway Request	Congress Secretariat	August 7, 2026
<input type="checkbox"/>	Additional Order Form - Electrical Rental - Furniture Rental	Cityneon Events	Advance Rate: August 28, 2026
<input type="checkbox"/>	Loading Dock Time Slot Request Form	Congress Secretariat	August 31, 2026
<input type="checkbox"/>	Performance Bond	Cityneon Events	August 31, 2026
<input type="checkbox"/>	Additional Order Form - Graphic Printing Service	Cityneon Events	September 4, 2026
<input type="checkbox"/>	Additional Request Form / Links - Exhibitor Booth Catering & Manpower Order Event Code: HUPO2026_Suntec - Telecommunication Order	Suntec Singapore Convention & Exhibition Centre	September 4, 2026
<input type="checkbox"/>	Material Handling / Shipment Form	APT Showfreight	See below note*

*Deadline varies depending on type of shipping / categories of good as below –

1. Sea freight Consignment: **September 3, 2026**
2. Air freight Consignment: **September 10, 2026**
3. Courier Consignment: **September, 10 2026**
4. Catalogues/Brochures for Radio & Telecommunication Equipment: **August 26, 2026**

HUPO 2026 Secretariat:
 International Conference Services Ltd.
 Email: hupo2026-fulfillment@icsevents.com

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Exhibit Schedule

	Date	Time
Custom Booth Move-in ¹	Saturday, September 26	14:00 – 20:00
Exhibitor Move-In ²	Sunday, September 27	08:00 – 16:00
Welcome Reception ³	Sunday, September 27	18:00 – 19:30
Exhibit Show Hours ^{3, 4}	Monday, September 28	08:30 – 17:00
	Tuesday, September 29	08:30 – 17:00
	Wednesday, September 30	08:30 – 16:00
Exhibitor Move-Out ⁵	Wednesday, September 30	16:00 – 18:00 (Hand Carry Only)
		18:00 – 22:00



¹ Must get HUPO 2026 Secretariat pre-approval in writing

² All exhibit booths must be show ready by **16:00 on Sunday, September 27** to allow final setup and cleaning before the Welcome Reception.

³ All exhibits are required to be staffed during the Welcome Reception and Exhibition Show hours – no exceptions.

⁴ All exhibitors will have access to the Exhibit Hall 30 minutes before and 30 minutes after Show Hours.

⁵ Due to ongoing sessions, only carry-out but no construction dismantle will be allowed between 16:30 – 18:00 on Wednesday, September 30. Regular move-out will commence after 18:00. Empty crates may only be returned to the Exhibit Halls at that time.

Exhibit Space Setup

a. Standard Exhibit Space Package

Each regular exhibit space rental unit includes the following:

- Floor space as assigned (3m x 3m)
- Shell Scheme Booth:
 - Back wall: H250cm
 - Side wall: H250cm
- 1 x Reception Desk with Open Shelf (W100 x D50 x H75cm)
- 2 x Chairs
- 1 x Waste Basket
- 1 x Fascia board with company name



Exhibit space rental does not include any of the following: additional furniture, electricity, internet connection, labour, shipping or any other services. These items should be ordered through the forms provided by the [respective suppliers](#).

The exhibition hall is carpeted; any customized or additional carpeting must be ordered via the official supplier forms.

Note: Innovation row tabletops include only 1 table and 2 chairs. No walls are provided.



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Exhibit Space Setup



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b. Custom Booth Design

All exhibitors with a custom-built space are required to get approval from the HUPO 2026 Secretariat in writing. Your booth space classifies as a customized booth if you are not utilizing the shell scheme booth included in the standard exhibition space package.

Custom exhibition space is rented to the exhibitor without any prefabricated wall installations, furniture, internet connection, electricity, labor, shipping or any other technical supplies or facilities. It is the responsibility of the exhibitor to take care of the set-up, installation and dismantling of their booth. Electricity, cleaning and other services can be ordered through the forms provided by the official show service provider – [Cityneon Events Pte. Ltd.](#)

The layout, with measurements and building material specifications, needs to be submitted in detailed drawings to the HUPO 2026 Secretariat. If exhibit plans are revised after approval has been sent, the revised plans need to be re-submitted for approval as soon as possible. Please allow enough time for exhibit construction approval.

Deadline for the [submission of booth layout](#) for custom-built booths **is July 3, 2026**. Exhibitors who are using an external show service supplier will have to submit an [Exhibitor Appointed Contractor Form \(EAC Form\)](#) to Show Service Provider by **August 31, 2026**.

Exhibit Space Setup

c. Booth Height

Due to varying ceiling heights within the exhibition hall, all booth heights are subject to location and must comply with venue restrictions.

Booths of 36 sqm and above may be permitted a maximum height of up to 2.8 m, subject to location and prior approval by the Official Show Service Contractor, Cityneon Events Pte Ltd.

The final allowable height will be determined based on booth location and ceiling clearance. Height exceptions will not be granted in areas with lower ceiling clearance.

Height exceptions will not be granted in areas with lower ceiling clearance.



Maximum booth height restrictions are as follows:	
booths below 36 sqm	2.5mH
Booths 36sqm and above	Up to 2.8mH

Exhibit Space Setup



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d. Rigging

Rigging is **NOT** permitted at HUPO 2026. However, structural elements that are securely attached to the booth itself will be allowed, provided they remain within the assigned booth space and do not exceed the maximum height limit.

e. Carpet & Flooring

Summit 1+2 & Room 328+329 & Room 324-326 on Level 3 of Suntec Singapore Convention & Exhibition Centre are carpeted. Exhibitors may install custom carpeting within their booth to define their space. The HUPO 2026 Secretariat will not provide additional carpeting for aisles or booth spaces.

All raised floor sections must be clearly distinguishable from areas of the surrounding floor space and include accessible entry. Ramped edges should be of non-slip construction or coated with a non-slip finish.

Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.

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Shipping & Customs



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Email: hupo2026-fulfillment@icsevents.com

a. Shipping with the Official Freight Forwarder

APT Showfreight(S) Ptd Ltd is the official customs broker and transportation service provider for HUPO 2026. To ensure all shipments arrive on time, the use of the official customs broker and Advance Warehouse is highly recommended. Please refer to [APT Exhibitor Advisories](#) and [Shipping Instructions](#) for further details or you can reach out to [APT Showfreights](#) directly. The HUPO 2026 Secretariat cannot be responsible for any delayed or lost shipments.

The Venue does not accept courier and direct deliveries, such as FedEx, UPS, DHL etc. All shipments and courier deliveries need to be shipped to APT Showfreights who will deliver the packages to your exhibit space.

b. Use of the Loading Dock

Should you decide to not ship with the official transportation service provider and not take advantage of advanced materials handling, you may use the loading dock at Suntec Singapore Convention & Exhibition Centre. Please request your time slot at the loading dock well in advance. To request a time slot at the loading dock, fill out the [Loading Dock Time Slot Request Form](#). Please contact us by **August 31, 2026** at HUPRO2026-Fulfillment@icsevents.com to receive the link to the form.

Due to the loading dock capacities at Suntec Singapore Convention & Exhibition Centre, all exhibitors will be given scheduled times to unload their shipments, they will need to be unloaded via the dock and transported to the show floor. It is of extreme importance for all to strictly adhere to their scheduled unloading times to ensure the smooth and timely setup of each booth. The unloading schedule will be forwarded to all exhibitors prior to the Congress.

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Shipping & Customs

b. Use of the Loading Dock (Continued)

The Suntec Singapore Convention & Exhibition Centre will not accept any freight deliveries or shipments on behalf of the exhibitors prior the move-in period. Vehicles must leave the premises immediately after loading & unloading. No parking or loitering is allowed in these areas. Vehicles are also not permitted to remain in the Centre after business hours.

The loading bay is located on Level 6 of the Centre, and use the freight lift to access to Level 3. To access the loading bay, turn in from Nicoll Highway as indicated on the map on the right.



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c. Delivery by Car or Hand

We understand that some of the materials that you might be bringing to the show may not necessitate the need to use the loading and staging area for your Move-In. All hand-carried equipment / exhibit materials can be transported through the main entrance. Please collect your badge in order to have access to the exhibition hall on move-in day.

Parking

Parking

There are more than 3,000 parking lots with 24-hour access at Suntec. The height restriction is 2 metres. It is controlled by autopay machines and provides convenient lift access to the Centre.

For more information on car parking options and pricing, head over to [Suntec City's website](#).

You may purchase parking coupons (minimum 10 coupons per day) at least 10 days prior to usage day via [Carpark Coupons Purchase Online Form](#).



Exhibit Hall Rules & Regulations



a. Non-Smoking Venue

Smoking is prohibited throughout the Suntec Singapore Convention & Exhibition Centre.

b. Move-in Times & Access

Move-in times must be adhered to and will be enforced. The exhibition hall will be closed in the evenings, during which time no one will have access to the hall. The exhibitor must complete exhibit construction within the given move-in timeframe, which is specified in the [Exhibition Schedule above](#).

Any exhibitor who has not commenced exhibit construction/decoration one hour prior to event opening, is subject to removal by the HUPO 2026 Secretariat at its own discretion. Moreover, the exhibitor is then liable to HUPO 2026 for the agreed exhibit rental fee. The exhibitor is not entitled to damage claims.

Exhibit Hall Rules & Regulations



c. Safety

Wearing a safety vest and strictly no open toe shoes is compulsory during setup-up and tear down for everyone entering the exhibition hall and loading bay. Anyone found not abiding these guidelines will be escorted out of the hall.

All materials used for decorating must be fire resistant and should be non-combustible and shall have a minimum flame spread rating of Class 2. Use of combustible materials such as plastics, paper, foam and strips of timbers should be limited and generally confined for decorative purposes.

All exhibits must comply with all regulations established by the safety authorities. The HUPO 2026 Secretariat, Suntec Singapore Convention & Exhibition Centre and/or local authorities can enforce an order of dismantling of booths and exhibits that have not been approved or do not follow the regulations. Frequent inspections will be held during the exhibition period. Please adhere to the regulations strictly, for safety purposes.

No one under the age of 18 years may be allowed in the exhibit area during move-in/out. During move-in/out, exhibit halls and loading dock areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.

Exhibit Hall Rules & Regulations



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d. Construction Limitations

The exhibitor and their affiliates are liable for any damage they cause to building, floors, walls, columns, and to standard exhibit equipment. Application of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors and walls or to standard exhibit equipment is strictly prohibited. Any damages made by an Exhibitor and/or their affiliates will require compensation for the cost of recovering any damaged facilities to the original state. Under no circumstances may the weight of any equipment or exhibit material exceed the maximum floor load weight of the exhibit hall. The exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure, knowingly or otherwise, to distribute the load of his exhibit material to conform to maximum floor loading specifications. Floor loading is given as 5.0KN/sqm or 100lb/sqft. No vehicles are permitted in the exhibition hall.

Covered booths, enclosed structures, or any booth design incorporating ceilings, roofs, canopies, or enclosed rooms are strictly not permitted. All booth designs must be open-top and allow full visibility from above to comply with venue fire safety regulations.

The arrangement of displayed items or structures shall not disturb other booths or hinder passage of visitors. Displayed items should not create inconveniences to visitors and be kept at least 30cm away from the exhibit space line. If exhibitors fail to conform to this rule, the secretariat may demand those items be relocated. This restriction is designed to give an equal opportunity to every exhibitor in terms of space and visibility.

Exhibit Hall Rules & Regulations



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d. Construction Limitations (Continued)

Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. At the exhibitor's expense, empty crates, etc. will be picked up, stored and returned to each exhibit space after the event.

Unfinished portions of pop-up displays must be covered. Exposed sides and backwalls (pop-up framework, raw wood, cardboard wings) of all booths must be painted or appropriately covered in a neutral color (white or grey) if visible from another booth, without visible technical materials.

Custom exhibit equipment is to be pre-manufactured outside the area beforehand. Only assembled equipment is allowed inside. Electrical tools such as compressors, welders, electrical saws, electrical grinders, and electrical planes are not allowed to be used inside the hall. Also, painting besides finishing is not allowed inside the hall (fire prevention safety rule). Due to electricity lines under the floor, exhibitors must be careful not to spill water or wash the floor with water. All exhibit equipment containing water should be carefully drained out at the end of the exhibition in such a way that no water is discharged onto the floor of the exhibition hall.

All materials used for booth construction, including walls, and decorative elements, must meet minimum Class 2 surface flame spread rating.

Exhibit Hall Rules & Regulations



e. Security

The Exhibition Hall will be locked during non-Show hours. Security will be provided during the set-up, show and dismantling period. Although security in the venue is provided, the ultimate responsibility for displayed exhibits and equipment lies with the individual exhibitor. Exhibitors must secure, at their own expense, appropriate liability/loss insurance at all times. Exhibitors will not be allowed to enter the Exhibit Hall during non-show hours without the HUPRO 2026 Secretariat's consent. The Secretariat and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies at all times.

Exhibitors should take necessary safety measures prior to using dangerous equipment or parts during the show, to prevent accidents. Each exhibitor is responsible for the maintenance and safety of their equipment.

First-aid assistance is available throughout the move-in, move-out and live event hours. If you require first aid, please contact a member of staff.

Exhibit Hall Rules & Regulations



f. Move-out and Removal

Dismantling of exhibit construction and décor may only commence on the last day of the event after the end of the event. The HUPO 2026 Secretariat reserves the right to charge the exhibitor a contract penalty fee if this clause is violated. The exhibit space must be left in its original condition not later than outlined in the Exhibition Schedule.

After the exhibition, when the subcontractors remove the furniture, exhibitors should pay attention not to leave behind any belonging in the drawers and the shelves. The HUPO 2026 Secretariat does not take responsibility for any damage or loss. All exhibitors and subcontractors must return equipment and tools that are leased from HUPO 2026.

Items that are left behind during dismantling, will be removed at the cost of the exhibitor. The exhibitor is liable for the actual cost incurred in such removals of abandoned exhibits. Shell scheme booths must not be removed.

g. Announcements/Messages

Announcements will not be permitted during the show.

Add-Ons

a. Lead Retrieval

Option 1: Via Congress Mobile App

Within the “Meeting” Hub” function in the Congress Mobile app, you have the option of connecting with all attendees. However, you will only be able to see the full name, organization and email address if attendees have opted in to sharing this information with other Congress attendees.

This option is free of charge.

Option 2: Via Lead Retrieval App

Lead retrieval at HUPO 2026 is mobile-app-based at extra cost. We will have more details ready to share in May.



Add-Ons

b. Catering

The Suntec Singapore Convention & Exhibition Centre is the exclusive caterer for HUPO 2026. No other F&B supplier or caterer will be allowed to supply or cater food & beverage in the Centre, unless approved by Suntec. Exhibitors can place their orders (food, beverages, manpower) via the [Exhibition Booth Catering – Marketplace](#) by using the Event Code **HUPO2026_Suntec**. The Exhibition Booth Catering Marketplace PDF price list can be found [HERE](#).

It is important to place your orders 14 working days before the event start date **(September 4, 2026)** as the offerings will gradually reduce as we get nearer to the Event.

c. Cleaning

The HUPO 2026 Secretariat is responsible only for emptying baskets along the aisles and keeping the shared space clean. Exhibitors will be responsible for keeping their booths clean at all times.

Booth cleaning can be ordered with Cityneon Events Pte Ltd. via email to Ms. Huishan Siew - huishan.siew@neonglobal.com.



Add-Ons



d. Electrical Service

Should you need electrical service, please reach out to Cityneon Events Pte Ltd. Please refer to this [order form](#) for detailed pricing and items.

Please note the following order deadlines:

- Advance Rate: Submit on/before 28 August 2026
- Standard Rate (30% surcharge): Submit after 28 August 2026
- Onsite Rate (50% surcharge): Submit on/after 25 September 2026

e. Telecommunication Order

Should you need telecommunication services such as Internet for your booth, please refer to [the Suntec IT & Telecommunications Services Price Sheet](#). Any queries, please reach out to telecoms@suntecsingapore.com.

Please note that all orders must be confirmed no later than 14 days prior to the event commencement date (**September 4, 2026**). Orders placed within 14 days of the event will be subject to availability and will incur a **50% express surcharge**.

Floorplan

The Floor Plan is a “working draft” and changes may be made up until one (1) week prior to the event. Every effort has been made to ensure the accuracy of all information contained on the Floor Plan. However, no warranties, either expressed or implied are made with respect to the Floor Plan. It is the sole responsibility of the exhibitor to verify all dimensions and locations. This includes the location of building columns, utilities or other architectural components of the facility.

“Freight-Free” aisles may be shown on the Floor Plan and will be strictly enforced due to logistic and safety reasons.

For an up-to-date Exhibit Floor Plan, please click [HERE](#).



Exhibit Staff Registration & Badges

Each exhibiting organization receives two (2) complimentary Exhibitor Registration per 3m x 3m space. Additional Exhibitor Registrations are available for USD 250 per badge, up to a maximum of four (4) staff members per 3m x 3m unit.

Exhibitor Registrations grant access to the Exhibit Hall during Exhibition hours only and the following privileges:

- Welcome Reception in the Exhibit Hall
- Poster Viewing Sessions in the Exhibit Hall
- Exhibitor Lounge in the Exhibit Hall

An email with registration information will be sent to each exhibitor. Please refer to the email for the link to register. Exhibitors may collect their badges onsite at the Registration Desk.



Accommodation



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Accommodation can be booked at time of registration. The HUPO 2026 Secretariat (International Congress Services Ltd.) is the official housing bureau for HUPO 2026 and will help with the coordination of housing requirements for the Congress. We have negotiated special room rates with hotels near Suntec. Special rates and added complimentary amenities are only available to delegates who book through the official housing bureau.

If you have a group of 10 or more that you would like to register or book accommodation for, please contact us at hupo2026-registration@icsevents.com.

WARNING: We are aware that illegitimate companies are targeting our exhibitors, calling to 'offer' to set you up with accommodation. These companies are often fraudulent. Please note that they are not affiliated with us and that the only way to register & book accommodation will be only through the Congress website, with the dedicated link sent to you.

Note: Although the Human Proteome Organization (HUPO) and the housing bureau will do their due diligence and negotiate the lowest possible group rates, we cannot predict future specials hosted by competing hotels. However, we urge all sponsors, exhibitors and delegates to support the Congress and book through the official housing bureau. The success of the Congress and the supporting associations depends on you using the contracted hotels.

The HUPO 2026 Secretariat and its supporting organizations cannot meet the contracted room obligations if sponsors, exhibitors and delegates book outside the official housing bureau. Rooms that are not filled because of that create an expense for the Congress in form of financial penalties (attrition charges) and place the financial success of the Congress at risk, which increases with each delegate, exhibitor and sponsor not booking through the official housing bureau.

Liability Insurance

HUPO 2026 does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance.

HUPO 2026 requires all exhibitors to provide proof that liability insurance with a minimum of SGD 1,000,000 for each accident or occurrence limit of liability is in place for the duration of the event. Third-party liability insurance certificate is mandatory and must be provided in English to the HUPO 2026 Secretariat no later than August 7, 2026. In case the exhibitor receives the invoice after August 7, 2026, the exhibitor is required to provide the certificate of insurance as soon as possible and prior to move-in. Full coverage must be in effect for the event for which a contract exists.

Interest Insured: Commercial General Liability

- Inclusive Limit
- Covering Third Party Bodily Injury and Property Damage
- Including Non-Owned Automobile, if necessary
- Including Host Liquor Liability, if necessary
- Including Cross Liability Clause

Additional insured to be named:

- International Congress Services Ltd.
- Human Proteome Organization (HUPO)
- Suntec Singapore Convention & Exhibition Centre



Advertisements, Sales Activities and Presentations



The exhibitor agrees to confine all products/ service demonstrations and other sales activities to the limits of the contracted exhibit space and within the maximum height set. Distribution of any material is likewise limited to the confines of their exhibit space. Exceptions may be given by the HUPO 2026 Secretariat prior to show opening in writing.

The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written permission of the HUPO 2026 Secretariat and must comply with local city regulations and requirements.

The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - requires advanced written approval as well. Noisy demonstrations may be restricted or prohibited after permission if such demonstrations are considered a disruption of the general order of the event.

Approval must be requested completing the [Booth Entertainment Request Form](#). Please contact us by August 7, 2026 at HUP02026-Fulfillment@icsevents.com to receive a link to the form.

Flashlights and revolving light equipment are prohibited. Lights from one exhibit should not disturb or damage other booths. Exhibitors are not allowed to carry items, signboards and brochures for recruitment purposes.

Giveaways

General Giveaways

Giveaways should be educational in nature and must be pre-approved. Distribution of pre-approved educational material is limited to contracted exhibit space only. It is recommended to await approval from the HUPO 2026 Secretariat prior to production and shipment of any congress-related giveaways. Permission to hand out Giveaways may be restricted or prohibited after permission if such giveaway is considered a disruption of the general order of the event. Approval must be requested by filling out the [Giveaway Request Form](#). Please contact us by August 7, 2026 at HUP02026-Fulfillment@icsevents.com to receive a link to the form.



Performance Bond

All exhibitors appointing external contractors (other than the Official Show Service Contractor, Cityneon Events Pte Ltd) are required to submit a refundable **Performance Bond of SGD 100 per sqm**, subject to a **minimum of SGD 1,000 per booth** and a **maximum of SGD 5,000 per booth**.

An Undertaking Form must also be completed to ensure compliance with all rules and regulations set by the Organizer and venue.

The Performance Bond and completed Undertaking Form must be submitted **no later than three (3) weeks, August 31, 2026 prior to the first move-in day** . Please fill out [this Form](#) and submit to nazirah.ronilizan@neonglobal.com. Cityneon Events Pte Ltd will provide you further instruction upon submission.

The Performance Bond serves to ensure proper completion of works, full removal of materials and debris, and to cover any damages caused directly or indirectly by the exhibitor or their contractors. This is without prejudice to any additional claims should damages exceed the deposited amount.

The deposit will be refunded after the exhibition, subject to satisfactory inspection of the booth space and confirmation that no damage has been caused to the venue, as assessed by the Organizer and venue. Exhibitors are responsible for informing their contractors of these requirements and ensuring full compliance



Contractor Regulations & Responsibilities

All external contractors must comply with the rules and regulations set by the Organizer, the Official Show Service Contractor, and the venue.

Exhibitors and their appointed contractors are responsible for ensuring the proper completion of booth construction, removal of all materials and debris after dismantling, and avoiding any damage to the venue.

All booth positions and utility service points indicated in the floor plan are for reference only. Contractors must verify all dimensions and site conditions on-site and adjust booth designs accordingly.

Exhibitors and their contractors must strictly adhere to the build-up and breakdown schedule as outlined in the Exhibition Schedule. Any request for extension is subject to approval and may incur additional charges, which will be borne by the exhibitor or their contractor.

All regulations outlined in this section are interrelated and must be complied with in full where applicable.

