

ICMAT 2025

Exhibitor Manual

30 June – 4 July 2025 |

Suntec Convention Center, Singapore



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Event Summary

Date: 30 June – 4 July 2025
Location: Singapore
Venue: Suntec Singapore International Convention & Exhibition Centre
Room: Summit 1 & 2, Level 3
Website: www.icmat2025.mrs.org.sg

Purpose & Host

- ICMAT 2025 will be the 12th iteration of the event to be held in Singapore, a country and city that embodies the energy and aspirations of South-East Asia, and where the impact of materials science, energy and technology permeates the economic success of the nation.
- The ICMAT series stands as the premier scientific platform for presenting pioneering research to an interdisciplinary and international audience. It is attended by leading experts, researchers, peers, and potential collaborators from around the world who share and discuss best practices, insights, and visions for the future of materials science.
- ICMAT 2025 is the premier scientific platform to present research to an interdisciplinary and international audience. It provides a window on the future of materials science and offers an opportunity for researchers share expertise, exchange technical information and network with colleagues.



Contact Information



ICMAT 2025 Secretariat

On-site Exhibit Manager
Chloe Lai: +6017 909 1502
icmat2025-fulfilment@icsevents.com

Housing Manager
Lee Kheng (Housing)
icmat2025-housing@icsevents.com

Sponsorship & Exhibit Sales Manager
Braudon Yeo: +65 6994 5464
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General Show Services

Cityneon Events Pte Ltd
Mr Goh Koon Tat/ Mr Taufiq:
+65 6571 6338
koontat.goh@neonglobal.com /
taufiq.zainuddin@neonglobal.com

Venue Services

Suntec Singapore Convention &
Exhibition Centre
Bibiana Lau : +65 6825 2208
bibiana.lau@suntecsingapore.com

Customs Broker & Transportation

APT Showfreight (S) Pte Ltd
Muhammad Hakim : 65 6499 8971
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Registration System & Lead Retrieval

Qest Solutions Pte Ltd
Terence Khoo: +65 9012 3875
thkhoo88@qestsolutions.com

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Deadlines

	Mandatory Forms	Return to	Due Date
☐	Logo, Company Bio	ICS	ASAP
☐	Approval for custom-built booth	ICS	30 April 2025
☐	Certificate of Insurance (mandatory)	ICS	30 April 2025
☐	Exhibitor Registration	ICS	30 May 2025
☐	Fascia Name Submission	ICS	30 May 2025
☐	Accommodation	ICS	30 May 2025



Deadlines



SINGAPORE | 30 June – 4 July 2025

	Exhibitor Services	Return to	Due Date
☐	Booth Entertainment Request	ICS	30 April 2025
☐	Giveaway Request	ICS	30 April 2025
☐	Material Handling / Shipment Form	APT Showfreight (S) Pte Ltd	30 April 2025
☐	Loading Dock Time Slot Request Form	ICS	15 May 2025
☐	Additional Order Form - Electrical Rental - Furniture Rental - Graphic Service	Cityneon Events	30 May 2025
☐	Additional request Form / links - Exhibitor Booth Catering Marketplace - Parking Coupons Purchase - Telecommunication Order	Suntec Singapore Convention & Exhibition Centre	1 June 2025

Exhibition Schedule



	Date	Time
Exhibitor Move-In ¹	30 June 2025	0700 – 1100 hrs
Show Provider Helpdesk	30 June - 3 July 2025	0800 – 1800 hrs
ICMAT Beer Hour	30 June 2025	1745 – 1930 hrs
	1 July 2025	1800 – 2000 hrs
	2 July 2025	1800 – 2000 hrs
Exhibition Show Hours ^{2, 3}	30 June 2025	1245 – 1800 hrs
	1 July 2025	0800 – 1800 hrs
	2 July 2025	0800 – 1800 hrs
	3 July 2025	0800 – 1500 hrs

¹ All exhibit booths must be show ready by 30 June 2025 to allow final setup and cleaning before the ICMAT Opening Ceremony. Strictly no heavy works after 1100 hrs.

² All exhibits will have access to the Exhibit Hall 20 minutes before and 15 minutes after Show Hours.

³ Regular move-out will commence after 1500 hrs. Empty crates may only be returned to the Exhibit Halls at that time.

Exhibit Staff Registration & Badges

Each exhibiting organization receives two (2) complimentary staff registrations for every exhibit space purchased in the event. Additional Exhibitor Staff Registrations are available for \$400 per badge, up to a maximum of four (4) staff members per 3 x 3 (9sqm booth).

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

- ICMAT Beer hours

An email with registration information will be sent to each exhibitor. Please refer to the email and the link to register. Exhibitors may collect their badges on-site at the Registration Desk after a brief identification check during the exhibition move-in period.



Accommodation



Accommodation can be booked at time of registration. The ICMAT 2025 Secretariat (International Conference Services Ltd.) is the official housing bureau for ICMAT 2025 and will help with the coordination of housing requirements for the Conference. We have negotiated special room rates with hotels near the Suntec Singapore International Convention & Exhibition Centre. 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 icmat2025-housing@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 ICMAT 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 Conference and book through the official housing bureau. The success of the Conference and the supporting associations depends on you using the contracted hotels.

The ICMAT 2025 Secretariat and its supporting organisations 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 Conference 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.

Exhibit Space Setup



a. Standard Exhibit Space Package

Each regular exhibit space rental unit includes the following:

- Floor space as assigned
- R8 modular aluminum system panels at 2.5m height white laminated infill panels
- Fascia board at 3mL c/w digital inkjet print graphic sticker complete with exhibitor's company name and stand number
- 2 units of 40W LED fluorescent lights
- 1 unit of 13amp/230V power outlet (max 800W)
- 1 unit of 750mmHt reception desk
- 2 units of chrome folding chairs
- 1 unit of wastepaper basket

Exhibit space rental does not include any of the following: additional furniture, carpet, electricity, internet connection, labor, shipping or any other services. These items should be ordered through the forms provided at the End of this Exhibitor Manual.

Sponsors and exhibitors are not allowed to change the fascia board; no changing of background color, font type, etc. The company logo can be printed on the fascia at exhibitors' own expense, this can be ordered from Cityneon Events Pte Ltd.

Exhibit Space Setup



b. Custom Booth Design

All exhibitors with a custom-built space are required to get approval on their booth layouts/designs from the ICMAT 2025 Secretariat in written. Your booth space classifies as customized if you are not utilizing the shell scheme included in the standard exhibition space package or if you have purchased raw exhibition space only.

Custom exhibition space is rented to the exhibitor without any prefabricated wall installations, furniture, internet connection, carpet, 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. (xxx)

The layout, with measurements and building material specifications, needs to be submitted in detailed drawings to the ICMAT 2025 Secretariat. If exhibit plans are revised after approval has been send, 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 booth is 30 April 2025.

Shipping & Customs



a. Shipping with the Official Custom Broker

APT Showfreight (S) Pte Ltd is the official customs broker and transportation service provider for ICMAT 2025. To ensure all shipments arrive on time, the use of the official customs broker and Advance Warehouse is highly recommended. **Customs broker and transportation services** can be ordered here: [Exhibitor Manual - ICMAT 2025](#). The ICMAT 2025 Secretariat cannot be responsible for any delayed or lost shipments.

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, 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** [Exhibitor Manual - ICMAT 2025](#) returning it to the ICMAT 2025 Secretariat by 15 May 2025.

Due to the loading dock capacities at Suntec Singapore International 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 conference.

Shipping & Customs

c. Parking

Exhibitors may purchase parking coupons (minimum 10 coupons per day) at least 10 days prior to usage day.

<https://www.cognitoforms.com/SuntecSingapore/CarParkCouponMarketplace?v2>



Exhibition Hall Rules & Regulations



a. Non-Smoking Venue

Smoking is prohibited in the Exhibition Hall and the Suntec Singapore International 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 ICMAT 2025 Secretariat at its own discretion. Moreover, the exhibitor is then liable to ICMAT 2025 for the agreed exhibit rental fee. The exhibitor is not entitled to damage claims.

Exhibition Hall Rules & Regulations



c. Safety

All exhibits must comply with all regulations established by the safety authorities. All materials used for decorating must be fire resistant. The ICMAT 2025 Secretariat, Suntec Singapore International 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 16 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.

Exhibition Hall Rules & Regulations



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 1,000 kg/m². Vehicles up to 40 tons gross weight are permitted in the main hall but will have scheduled time slots. Please see Shipping and Customs.

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 1'-0" (30cm) away from the exhibit space line. If exhibitors fail to conform to this rule, the secretariat office may demand those items be relocated. This restriction is designed to give an equal opportunity to every exhibitor in terms of space and visibility.

Exhibition Hall Rules & Regulations



d. Construction Limitations

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.

Exhibition Hall Rules & Regulations



e. Booth Height

All peninsula, corner and standard exhibit spaces must be separated from the neighboring stand by means of a separation wall. This separation wall must be 3m high, white on the outside, without visible technical material, and well finished on all sides. Permission to build over 3m must be requested.

Maximum booth height restrictions are as follows:	Keep if Meters
Booths under 400 sq ft / 36 m ²	2.5m
Booths between 400 sq ft / 36 m ² and 600 sq ft / 54 m ²	3.0m

Exhibition Hall Rules & Regulations



f. Security

The Exhibition Hall will be locked during non-Exhibit hours. Security will be provided during the set-up, show and dismantling period. Although 24-hour security 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 ICMAT 2025 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.

Exhibition Hall Rules & Regulations



g. Catering

The exclusive caterer is Suntec Singapore International Convention & Exhibition Centre . All orders (food, beverages, manpower) are to be made by the exhibitor via our Marketplace Online Form that can be found via the link below :-

<https://www.cognitofrms.com/SuntecSingapore/ExhibitionBoothCateringMarketplace?v2>

Event Code : [ICMAT2025_Suntec](#)

It is important to place your orders by 14 working days before Event Start Date as the offerings will gradually reduce as we get nearer to the Event Start Date.

Exhibition Hall Rules & Regulations



h. Cleaning

The ICMAT 2025 Secretariat is responsible only for emptying baskets along the pathways and keeping the shared space clean. Exhibitors will be responsible for keeping their booths clean at all times.

i. 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 ICMAT 2025 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 ICMAT 2025 Secretariat does not take responsibility for any damage or loss. All exhibitors and subcontractors must return equipment and tools that are leased from ICMAT 2025.

j. Announcements/Messages

Announcements will not be permitted during the show.

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 visit [Exhibitor Manual - ICMAT 2025](#)



Liability Insurance



ICMAT 2025 does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance.

ICMAT 2025 requires all exhibitors with a custom-design booth 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 to the ICMAT 2025 Secretariat no later than 30 April 2025. In case the exhibitor receives the invoice after 30 April 2025, 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 Conference Services Pte Ltd
- Materials Research Society of Singapore (MRS-S)
- Suntec Singapore International Convention & Exhibition Centre

Insurance companies may submit their own form (must be in English) or use the **Certificate of Insurance template** [Exhibitor Manual - ICMAT 2025](#). **Hold Harmless Agreement** is mandatory if not purchasing insurance, download the form here: [Exhibitor Manual - ICMAT 2025](#) Please return to the ICMAT 2025 Secretariat by 30 April 2025.

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 ICMAT 2025 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 ICMAT 2025 Secretariat. 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 by filling out the **Booth Entertainment Request Form** [Exhibitor Manual - ICMAT 2025](#) returning it to the ICMAT 2025 Secretariat by **30 April 2025**.

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

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 ICMAT 2025 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** [Exhibitor Manual - ICMAT 2025](#) and returning it to the ICMAT 2025 Secretariat by **30 April 2025**.



Lead Retrieval

Lead retrieval at ICMAT 2025 is mobile-app-based. Exhibitors will need to have their own mobile phone or tablet with a data plan or access to Wi-Fi (limited Wi-Fi will be provided for delegates by the Congress; exhibitors are encouraged to get their own Wi-Fi if needed, so as not to overload the bandwidth).

The mobile phone or tablet camera will be used to scan QR codes from delegate badges. To order Lead Retrieval service, with ICMAT 2025 vendor, Qest Solutions Pte Ltd (Terence Khoo: +65 9012 3875, thkhoo88@qestsolutions.com or Gabriel Tan gabrieltan@qestsolutions.com)



Performance Bond



In addition to the approval on the custom booth design, all contractors, other than the official Show Service Cityneon Events Pte Ltd, must place a refundable Performance Bond of SGD 100 per sqm (minimum of SGD 1,000 per booth, maximum of SGD 5,000 per booth) and sign an Undertaking, guaranteeing adherence to all the rules and regulations laid down by the ICMAT 2025 Secretariat.

This is to ensure the completion of works, complete removal of any debris, and to cover any damages arising directly or indirectly from any infringement. This is without prejudice to any additional claim the ICMAT 2025 Secretariat may have on the contractor and/or exhibitor if the damages exceed the deposit.

Only local cheques issued by a Singapore Bank are accepted and cheques should be issued to Cityneon Events Pte Ltd.

Deposits will be returned on the last day of the exhibition after the finish of booth dismantling and once the exhibitor has been cleared of any damage to the venue by both the ICMAT 2025 Secretariat and the venue owner.