

September 5-10 **2025**
WORLD SLEEP
— **Singapore** —

World Sleep 2025
Exhibitor Manual



Advancing
Diagnostics

WORLD SLEEP SOCIETY
Advancing Sleep Health Worldwide

ASSM
Asian Society of Sleep Medicine

WORLDLEEPCONGRESS.COM

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Event Summary

Overview

World Sleep 2025 will be the 18th World Sleep Congress, taking place in Singapore from 5 – 10 September 2025. World Sleep is the premier international conference for researchers and clinicians in sleep. The scientific program defines the gold standard for our interdisciplinary field. Opinion leaders and teams from the most advanced sleep research institutions and clinics in the world will be in Singapore for World Sleep 2025.

This congress will facilitate an international discussion forum and collaboration among sleep societies and sleep professionals. Sleep clinicians, technologists, trainees, educators, and scientists from around the world will meet to advance knowledge in sleep science, sleep in public health, sleep health and the sleep-wake disorders, including their diagnosis and treatments.

World Sleep Society seeks to maximize learning both from formal presentations by the leading experts in their fields and from informal discussion groups emphasizing opportunities for networking and member participation.

Date

Date: 5 – 10 September 2025 (Exhibition date is 8 – 10 September 2025)
Location: Singapore
Venue: Suntec Singapore Convention & Exhibition Centre
Room: Hall 404 & 405, Level 4
Website: <https://worldsleepcongress.com/>

Hosts

World Sleep Society is a nonprofit, professional membership organization dedicated to advancing sleep health worldwide. To accomplish this mission, World Sleep Society manages programs that engage the global community of sleep physicians, researchers, and professionals as well the public. Individual members and member societies from dozens of countries form the core of World Sleep Society. The members provide the world-class sleep medicine and science expertise needed to develop and guide programs.

1. Deadlines

Check	Mandatory Forms	Return to	Due Date
<input type="checkbox"/>	Logo, Company Bio	WSS	ASAP
<input type="checkbox"/>	Submission of custom-built booth design (custom booths)	ICS	6 June 2025
<input type="checkbox"/>	Performance Bond (custom booths)	Cityneon Events	30 June 2025
<input type="checkbox"/>	Certificate of Insurance (Custom booths) / Indemnity Form (Non-Custom booths)	ICS	4 July 2025
<input type="checkbox"/>	Exhibit Staff Registration	WSS	4 July 2025
<input type="checkbox"/>	Booth Order Form (for shell scheme booths)	Cityneon Events	1 August 2025
<input type="checkbox"/>	Service Location Plan (standard booths)	Cityneon Events	15 August 2025

Check	Request Forms	Return to	Due Date
<input type="checkbox"/>	Special Design Booth Proposal Enquiry	Cityneon Events	ASAP
<input type="checkbox"/>	Rigging	Cityneon Events	6 June 2025
<input type="checkbox"/>	Shipping Orders	APT Showfreight	30 June 2025
<input type="checkbox"/>	Booth Entertainment Request	ICS	4 July 2025
<input type="checkbox"/>	Exhibit Setup and Dismantle Staff List ¹	ICS	4 July 2025
<input type="checkbox"/>	F&B Giveaway Request	ICS	4 July 2025
<input type="checkbox"/>	Lead Retrieval Devices Order	ICS	4 July 2025
<input type="checkbox"/>	Exhibitor Booth Catering Marketplace	Suntec	1 Aug 2025
<input type="checkbox"/>	Internet & Telecommunication	Suntec	5 Aug 2025
<input type="checkbox"/>	Hostess Request Form	ICS	5 Aug 2025
<input type="checkbox"/>	Electrical / lighting, carpet, furniture, TV / monitor rental	Cityneon Events	8 August 2025
<input type="checkbox"/>	Unloading/Reloading Schedule Form	ICS	15 Aug 2025
<input type="checkbox"/>	Graphic printing services for shell scheme booth	Cityneon Events	18 August 2025

¹ Required only if you expect to have contracted staff who construct your booth and are not otherwise registered for the congress as an attendee or exhibitor. See [Section F.b.](#) for more information.

2. Contact Information

Show Management	WSC2025 Secretariat Chloe Lai: wsc2025-fulfillment@icsevents.com
General Show Services	Cityneon Events Pte Ltd huishan.siew@neonglobal.com Tel: (65) 8138 7575
Congress Registrations and Exhibitor Badges World Sleep Congress Program Questions	World Sleep Society Tyler Ringstad: ringstad@worldsleepsociety.org
Freight Forwarder	APT Showfreight (S) Pte Ltd joe.tan@aptshowfreight.com Tel: (65) 9873 7912 / DID: (65) 6499 8975
Catering Services Internet & Telecommunication	Suntec Singapore Convention & Exhibition Centre Catering: sunteconlineteam@suntecsingapore.com

3. General Information

A. Exhibit Hall Schedule

	Date	Time
Rigging Setup (by request only)	Saturday 6 September 2025	07:00 – 22:00
Advanced Exhibitor Move-In (custom booths, by request only)	Saturday 6 September 2025	15:00 – 22:00
	Sunday 7 September 2025	08:00 – 12:00
Exhibitor Move-In (all exhibitors) ¹	Sunday 7 September 2025	12:00 – 17:00
Poster Presentation Hours	Sunday 7 September 2025	17:00 – 18:00
	Monday 8 September 2025	18:00 – 19:00
	Tuesday 9 September 2025	18:00 – 19:00
Exhibit and Poster Hall Open Hours²	Sunday 7 September 2025	12:00 – 22:00
	Monday 8 September 2025	07:00 – 19:00
	Tuesday 9 September 2025	07:00 – 19:00
	Wednesday 10 September 2025	07:00 – 19:00
Exhibition Hours^{3,4}	Monday 8 September 2025	08:30 – 15:30
	Tuesday 9 September 2025	08:30 – 15:30
	Wednesday 10 September 2025	08:30 – 15:30

Exhibitor Move-Out	Wednesday 10 September 2025	15:30 – 00:00
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¹ All heavy works on customized exhibit spaces need to be finished by 17:00 on 7 September 2025.

² The exhibits, poster abstracts, and keynote rooms share a common hall. Access to the hall will be open for the keynotes before the exhibition hours and for the posters after the exhibition hours.

³ All booths must be show-ready by 08:00 on 8 September 2025.

⁴ All booths are required to be staffed during the Exhibition Hours – no exceptions.

B. Exhibit Staff Badges

Each exhibiting organisation receives two (2) complimentary exhibitor badges and two (2) complimentary conference registrations for every 3m x 3m exhibit space purchased. Additional exhibitor badges are available at USD 100 each. Additional congress registrations are available at the current rate (i.e., "early," "regular," or "onsite").

Exhibitor badges include access to the exhibit hall, the opening ceremony and reception, and the poster hall.

Congress registrations include access to all scientific sessions over Monday, September 8 – Wednesday, September 10; to the opening ceremony and reception; to the exhibit hall; and to the poster hall.

Course tickets, gala dinner tickets, and award reception tickets are not included complimentary to exhibitors and must be purchased separately.

An email from World Sleep Society with the 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.

C. Accommodation

Accommodation can be booked at time of registration. The WSC2025 Secretariat (International Conference Services Ltd.) is the official housing bureau for WSC2025 and will offer assistance with the coordination of housing requirements for the Congress. We have negotiated special room rates with hotels in close proximity to the Suntec Singapore Convention & Exhibition Centre. Special rates and added complimentary amenities are only available to delegates who book through the official housing bureau.

Although World Sleep Society 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.

If you have a group of 10 or more that you would like to register or book accommodation for, please contact us at wsc2025-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.*

D. Exhibit Space Set-up

a. Booth Order Form

Each regular exhibition space rental unit includes only raw space. Raw exhibition space is rented to the exhibitor without any prefabricated wall installations, furniture, internet connection, carpet, electricity, 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.

Shell scheme booths, electricity, rigging, cleaning, and other services can be ordered through the forms provided by the official show service provider, **Cityneon Events Pte Ltd**. Exhibitor is entitled to an exclusive

rate on the shell scheme booth if ordered by **August 1, 2025** and exclusive rates on furniture, electrical / lighting services, carpet, and TV rentals if ordered by **August 8, 2025**.

b. Custom Booth Design

All exhibitors with a custom-built space are required to get approval on their booth layouts/designs from the WSC2025 Secretariat in writing. **Your booth space is classified as custom booth if you order beyond shell scheme.**

Custom booth design may be ordered through the official show services provider, Cityneon Events Pte Ltd. Submit the [Special Design Booth Proposal Enquiry form](#) to begin the process.

For all custom booths, the layout and following plans below need to be submitted in detailed drawings to the WSC2025 Secretariat at wsc2025-fulfillment@icsevents.com :

- Stand design/drawings to scale, complete with ground view including measurements, front elevation including height indication, cross section measurements
- 3-D view plan showing the position of exhibition equipment machinery and/or installations
- Installation diagrams (electricity, water etc.)
- Indicate clearly details of measurements and heights (please view [e. Booth Height Restrictions](#))
- building material specifications

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 booth is 6 June 2025.**

Should you not contract the official show service provider to customize your exhibition space, the contracted stand builder for your booth must be BizSafe3 certified.

E. Shipping

a. Shipping with the official freight forwarder

APT Showfreight is the official freight forwarder for WSC2025. To ensure all shipments arrive on time, the use of APT Showfreight service and advance warehouse is highly recommended. Freight forwarding and customs clearance services can be ordered [HERE](#). View [the shipping guidelines](#).

The WSC2025 Secretariat cannot be responsible for any delayed or lost shipments.

The venue does not accept courier and direct deliveries, such as FedEx, UPS, etc.

b. Use of the loading dock

Should you decide to not ship with the official freight forwarding 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 [Unloading/Reloading Schedule Form](#) and return to wsc2025-fulfillment@icsevents.com by **15 August 2025**.

The loading bay is located on Level 4 at 1 Raffles Boulevard, Suntec City, Singapore 039593 and has direct access to the exhibit hall through the freight doors.

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 / furniture / 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.

F. Exhibition Hall Rules & Regulations

a. Non-Smoking Venue

Smoking is prohibited in the Exhibition Hall and the Suntec Singapore Convention & Exhibition Centre.

b. Move-in times and access

Move-in times must be adhered to and will be enforced. Only exhibitors, visitors and delegates wearing official badges are authorised in the exhibition hall. During set-up and dismantling, all exhibitors and stand builders are required to wear an official exhibitor or stand builder badge.

The exhibitor has to 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 prior to event opening is subject to removal by the WSC2025 Secretariat at its own discretion. Moreover, the exhibitor is then liable to WSC2025 for the agreed exhibition rental fee. The exhibitor is not entitled to damage claims.

Please send the vehicle numbers and full name list of all staff of your appointed contractor stand workers, who will need to have access to the exhibition hall on move-in and move-out days to the WSC2025 Secretariat at wsc2025-fulfillment@icsevents.com by **4 July 2025**. Any changes afterwards need to be re-submitted.

c. Safety

Wearing a safety vest and strictly no open toe shoes is compulsory during set-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.

No one under the age of 16 is allowed in the exhibition area during set-up, events and dismantling. During move-in/out, exhibition 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.

All materials used in the construction and installation of the exhibition booth must entirely consist of fire-retardant materials and should be non-combustible and should 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 regulations established by the safety authorities. The WSC2025 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.

The usage of covered ceilings is not recommended for fire safety reasons. Any usage for covered ceilings will require prior approval on a case-by-case basis. In case of approval, booths with ceiling are to be

provided with a temporary sprinkler system (ball sprinkler) or any other automatic fire extinguisher system for every 12sqm of covered area.

d. Construction Limitations

The exhibitor and their affiliates are liable for any damage they cause to the 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. No nails or screws shall be driven on the floors, walls, doors, pillars or other parts of the structure of the exhibition hall. 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 17.5KN/sqm. No vehicles are permitted in the exhibition hall.

Custom exhibit equipment is to be pre-manufactured outside the exhibition area beforehand. Only assembled equipment is allowed inside. All pressure vessels and equipment brought into the venue must conform to all relevant safety standards and regulations. Electrical tools such as compressors, welders, electrical saws, electrical grinders, electrical planes and similar plants powered by internal combustion engines are not allowed to be used inside the hall. Major painting of displays and exhibition materials is not permitted (fire prevention safety rule) inside the hall. However, touch-up painting is permitted provided all safety precautions are put in place: Only odourless Nippon paint is permitted, the floor must be covered, no painting near walls and columns, no washing of paint material within the Congress Centre. 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.

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 exhibition space line. Corridors leading to exit doors and all entrance and exit doors should be kept clear of obstructions at all times. If exhibitors fail to conform to this rule, the WSC2025 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.

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 exhibition 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 colour (white or grey) if visible from another booth, without visible technical materials.

All raised floor sections must be clearly distinguishable from areas of the surrounding floor space. 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.

e. Booth Height Restrictions

All peninsula, corner and standard booths must be separated from the neighboring stand by means of a separation wall. This separation wall must be 2.50m high, white on the outside, without visible technical material, and well finished on all sides. Permission to build over 2.50m must be requested.

Maximum booth height restrictions are as follows:	
Raw space	2.5m
Custom Booth	3.98m *
Max booth height including rigging structure for customized booths (see f. Rigging for further instructions)	6.0m *
* Please note that if your booth structure (booth walls and/or rigging) is 4.0m and above, your booth design needs PE endorsement.	

f. Rigging

Rigging and hanging in the Suntec Singapore is permitted. Any rigging requests are to be evaluated separately from your custom booth design. All rigging and hanging from the hang points throughout the facility is subject to mandatory approval by show management and is expected to meet generally accepted industry standards. The service of basic anchoring/rigging points is exclusively offered through the **Suntec Singapore Convention & Exhibition Centre** appointed AV. No other provider or rigging service will be allowed on the show floor at any time.

Please contact the WSC2025 Secretariat at wsc2025-fulfillment@icsevents.com should you wish to order rigging for your exhibition space before you submit your final booth design so we can advise on the rigging points.

All rigging structures should have a 1m setback from the exhibit booth wall.

g. Carpet & Flooring

Level 4 at Suntec Singapore Convention & Exhibition Centre is not carpeted. It is mandatory to install carpet in the exhibit rental unit in order to visually confine booth dimensions. Only the use of residue-resistant single-sided and double-sided preferably cloth-backed tape for securing carpeting and other floor coverings to the concrete flooring is allowed. The WSC2025 Secretariat will lay carpet along the aisles in the exhibition hall.

h. Security

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. The WSC2025 Secretariat and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies and equipment.

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 proceed to the Official Show Provider Service Counter onsite.

i. Catering

The Suntec Singapore Convention & Exhibition Centre is the exclusive caterer for WSC2025. 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 via the '[Exhibitor Booth Catering Marketplace](#)' by using the Event

Code **WorldSleep2025_Suntec**. The Exhibition Booth Catering Marketplace PDF price list can be found at https://www.evasuntec.com/en_US/52644-order-forms/eva-connect-marketplace-navigator

Should exhibitors wish to bring any F&B that is not available in the venue's F&B offering, they can apply to bring external catering. Additional external catering charges can apply. Please submit the [External F&B Vendor Permit](#).

Should exhibitors wish to bring their own pre-packaged snacks to share with attendees, they should submit the [F&B Giveaway Request](#) form to ICS. If further information or action is required, ICS will contact the exhibitor.

j. Cleaning

The WSC2025 Secretariat is only responsible for emptying baskets along the pathways and keeping the shared space clean. Booth cleaning prior to exhibition opening is included in the shell scheme package. During the exhibition days, exhibitors will be responsible for keeping their booths clean at all times.

For additional cleaning service, you may reach out to **Xtreme cleaning Pte Ltd** at gerald@xtremecleaning.co.

k. Move-out & Removal

Dismantling of décor, signs, and small items may only commence on Wednesday 10 September 2025 starting at 15:30 after the official exhibition closes. To limit noise while nearby sessions finish, deconstruction of walls and other constructed elements may only commence at 18:30. The WSC2025 Secretariat reserves the right to charge the exhibitor a contract penalty fee if this clause is violated. The exhibition space has to be left in its original condition not later than outlined in the Exhibition Schedule.

Upon move-out, when the subcontractors remove the furniture, exhibitors should pay attention not to leave behind any belonging in the drawers and the shelves. The WSC2025 Secretariat does not take responsibility for any damage and losses as a consequence. All exhibitors must return the equipment and tools that are leased from WSC2025 or other official vendors.

Empty crates may only be delivered to the booth after aisle carpet has been removed.

Items that are left behind during set up and/or 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.

l. Parking

All Clients, Guests and Visitors to the Centre may use the Public Car Parking facilities at Suntec City on a first-come, first-served basis at the published car parking rates and according to the official operating hours. The parking rates begin at \$2.60 for the first hour and \$1.30 for 30 mins or part thereof on weekdays.

Exhibitor can purchase group parking coupons (minimum 10 coupons per day) at least 10 days prior to usage day via [HERE](#).

G. Floorplan

Every effort has been made to ensure the accuracy of all information contained on the Floorplan. However, no warranties, either expressed or implied, are made with respect to the Floorplan. This includes the location of building columns, utilities or other architectural components of the facility.

"Freight-Free" aisles may be shown on the Floorplan and will be strictly enforced due to the logistic and for safety reasons.

H. Exhibitor Forms & Documents

a. Company Logo & Bio

Please submit company logo and company bio through the World Sleep exhibitor portal; all exhibitors have access to the portal automatically after submitting their original application to World Sleep Society. Company logo must be submitted as a vector file, all fonts outlined and CMYK color mode. Company bio may not exceed 100 words. Contact Tyler at World Sleep Society for assistance (ringstad@worldsleepsociety.org).

b. Performance Bond

In addition to the approval on the custom booth design, all external 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 WSC2025 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 WSC2025 Secretariat may have on the contractor and/or exhibitor if the damages exceed the deposit.

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 WSC2025 Secretariat and the venue owner.

Exhibitors are advised to inform their external contractors of these regulations and to ensure their strict compliance.

All parts of this section are interrelated and are to be complied with collectively, where applicable.

All positions of booths and dimensions of utilities services are estimates and must be verified and confirmed only on-site, and adjustments to the booth construction must be made to accommodate any such variation.

Exhibitors and their custom booth external contractors must take note and adhere to the timings for the building-up and break-down periods stated in the Exhibition Schedule when preparing and constructing their booths and exhibit displays. Extension of these timings may not be possible. Any extension will be subject to approval and a cost which must be borne by the exhibitor or their contractors.

c. Liability Insurance for Custom Booth Exhibitors

WSC2025 does not bear any insurance risk for the exhibitor. The exhibitor with custom booth is explicitly required to purchase own insurance. WSC2025 requires all custom booth exhibitors to provide proof that liability insurance with a minimum of **USD 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 WSC2025 Secretariat no later than **4 July 2025**. In case the exhibitor receives the exhibition invoice after **4 July 2025**, the exhibitor is required to provide the certificate of insurance as soon as possible but **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
- Including Host Liquor Liability, if planning on serving Liquor
- Including Cross Liability Clause

Additional insured to be named:

- International Conference Services Pte Ltd.
- World Sleep Foundation
- Suntec Singapore International Convention & Exhibition Centre

Exhibitor may submit the insurance policy or use the [Certificate of Insurance](#). Please email your proof of insurance to wsc2025-fulfillment@icsevents.com by **4 July 2025**.

d. Indemnity Form for Non-Custom Exhibitors

All exhibitors with non-custom booths (i.e. shell scheme booths) must complete the Indemnity Form. Sign and submit to wsc2025-fulfillment@icsevents.com.

The Indemnity Form is available [HERE](#).

e. Advertisements, Sales Activities and Presentations

The exhibitor agrees to confine all products/ service demonstrations and other sales activities to the limits of the contracted exhibition space and within the maximum height set. Distribution of any material is likewise limited to the confines of their exhibition space.

Participating commercial organisations are reminded that social events must not be arranged for delegates during the scientific programme (including the industry symposia & workshops) or the Opening Ceremony. Transport to social events may not leave the Congress Centre during the official programme. It is strictly forbidden to hold satellite symposia, meet the expert sessions, workshops or other formal gatherings in venues other than the Congress Centre, unless arranged by the WSC2025 Secretariat. It is forbidden to organise symposia, workshops or meet the expert sessions outside of the scope of sponsorship opportunities offered by the Congress, unless approved by the Congress.

Exhibitors may not make noise that could be heard outside the exhibitor's assigned space and disturb attendees or other exhibitors. The use of amplifiers, musical performances and any other sound-generating equipment - even for advertising purposes - requires advanced order from **Suntec Singapore Convention & Exhibition Centre** appointed AV with written approval. Noisy demonstrations may be restricted or prohibited after permission, if such demonstrations are considered a disruption of the general order of the event. Order must be requested by filling up the [Booth Entertainment Request Form](#) and submit to the WSC2025 Secretariat at wsc2025-fulfillment@icsevents.com by **4 July 2025**.

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

Exhibition Booth Hostess Service can be ordered via the [Hostess Request Form](#).

f. F&B Giveaways Request

F&B Giveaways approval must be requested by filling out the [F&B Giveaway Request Form](#) and submit to WSC2025 Secretariat at wsc2025-fulfillment@icsevents.com by **4 July 2025**. ICS will contact the exhibitor if any further information or action is required.

g. Lead Retrieval

Lead Retrieval will be available at WSC2025. Please contact wsc2025-fulfillment@icsevents.com should you be interested in ordering this add-on. More information will be provided closer to the Congress.