



## International Conference on Planarization/CMP Technology

### ICPT 2025 Exhibitor Handbook

Dear Sponsors/Exhibitors,

Thank you once again for your valuable support of ICPT 2025. We truly appreciate your participation and contribution to this event.

To assist you in preparing for the exhibition, please find the key conference details below:

#### 1. Conference Information

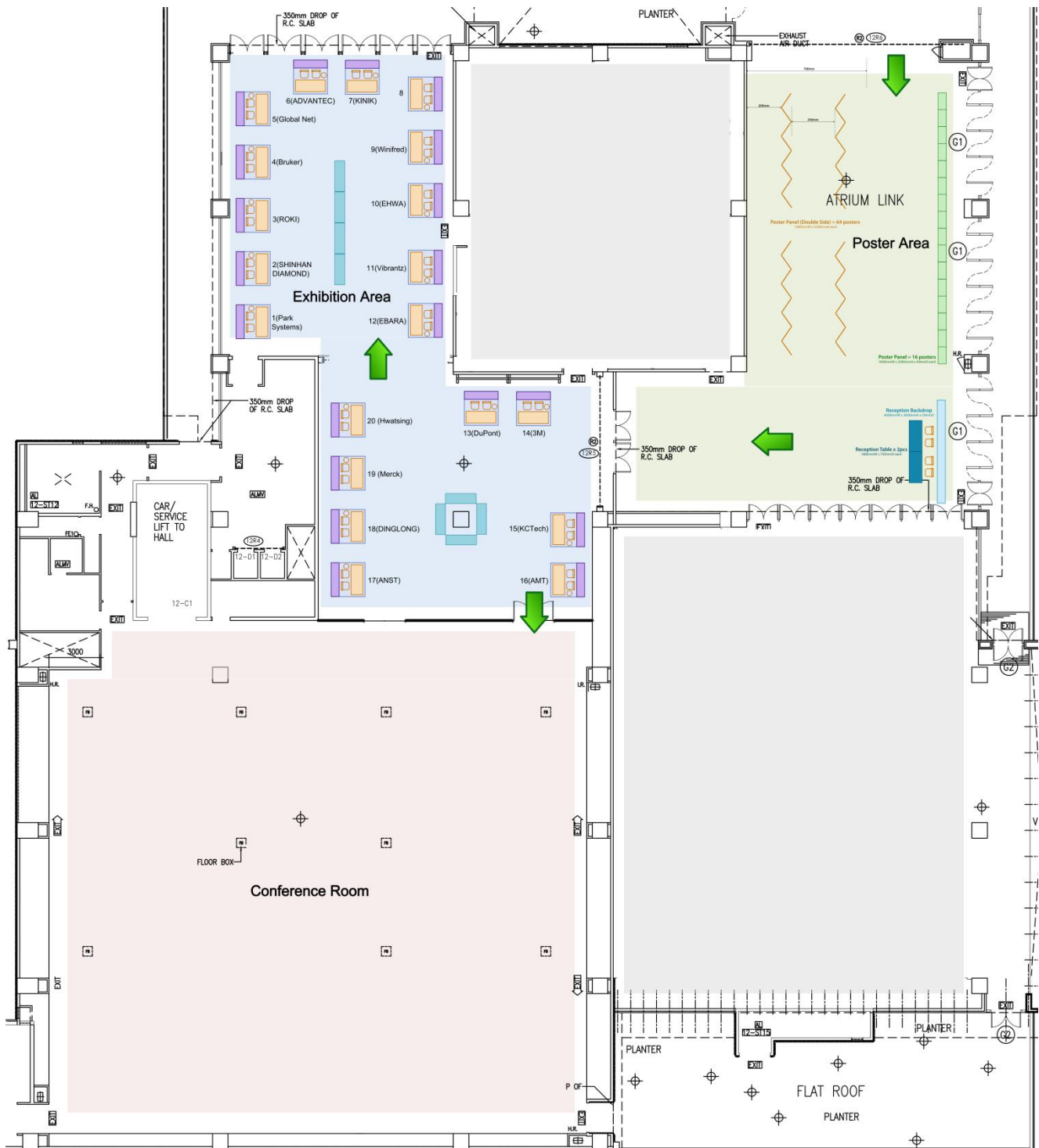
- ❖ Dates: Oct 29 – Nov 1, 2025
- ❖ Venue: Hong Kong Science Park
- ❖ Address: 12 Science Park West Avenue, Hong Kong Science Park, Shatin, New Territories, Hong Kong





## 2. Exhibition Venue

- ❖ Function Hall and Pre-Function Area, 1/F, Building 12W, Hong Kong Science Park
- ❖ Building 12W holds the ICPT 2025 conference, poster and exhibition.



\* Floor plan is for reference only. LOC reserves the right to make necessary adjustments.



### 3. Registration

- ❖ ICPT 2025 conference participants are asked to register at the registration desk.
- ❖ For the sponsors and exhibitors complimentary registration, the badge shall be collected at the registration desk. The opening hours of the registration desk are as follows:

Date	Time	Location
Wednesday, October 29	07:30-18:00	2F of Building 10W
Thursday, October 30	07:30-18:30	1F of Building 12W
Friday, October 31	07:30-18:30	
Saturday, November 1	08:00-12:30	

### 4. Exhibition Service Desk

- ❖ For the two Booth Staff badges of each booth shall be collected at the Exhibitor Desk during the time specified in the table below:

Date	Time	Location
Wednesday, October 29	16:30-18:00	Next to the registration desk, at foyer of conference area, 1F of Building 12W
Thursday, October 30	07:30-18:30	
Friday, October 31	07:30-18:30	
Saturday, November 1	07:30-12:30	





## 5. Schedule for Booth Setup, Exhibition, and Dismantling

Schedule	Date	Time
Booth set up by LOC	Wednesday, October 29	09:00-18:00
Booth decoration by exhibitors	Wednesday, October 29	16:00-18:00
Exhibition opening	Thursday, October 30	08:00-18:00
	Friday, October 31	08:00-18:00
	Saturday, November 1	08:00-12:00
Exhibition closing and dismantling	Saturday, November 1	PM

- ❖ This schedule is based on preliminary conference arrangements. Any adjustments will be communicated to exhibitors promptly.

## 6. Booth Specification

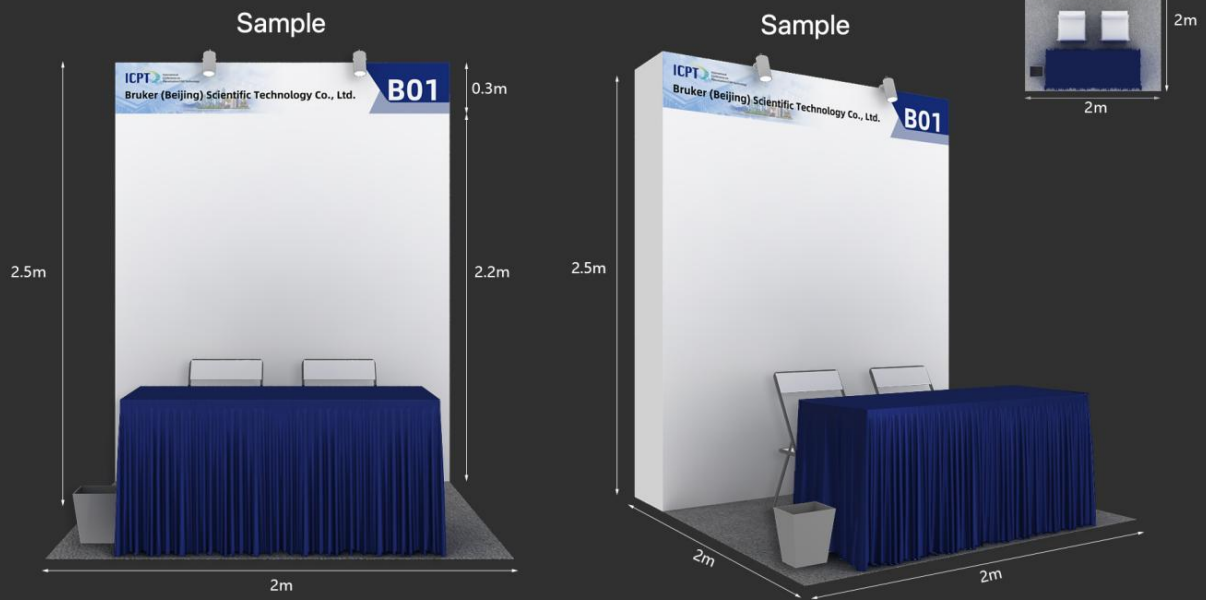
2m×2m Booth	
Item	Graphic Dimension
Back drop	2000mm (L) x 2500mm(H) Produced by the organizer
Overhead fascia panel of the booth	2000mm (L) x 300mm (H) Designed and Produced by the organizer with booth number and company name
Graphic	2000mm (L) x 2200mm (H) Design file provided by the sponsor/exhibitor Produced by the organizer
Desk	1800mm (L) x 750mm(H)

**Required Format:** Adobe Illustrator file and PDF. Design files must have outlined paths.

**Bleed Area:** Extend all background/elements by 5cm on each side.

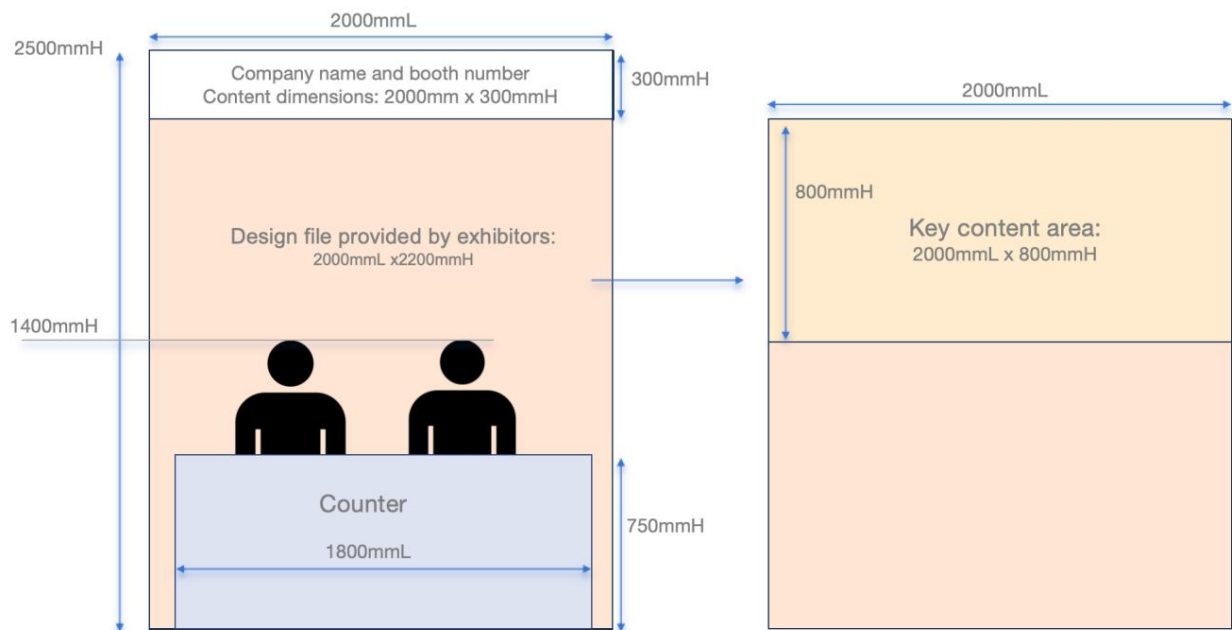


独立展位效果图  
2mL×2mD×2.5mH



ICPT 2025 | Event Deck

## Graphic design requirements





One booth setup includes:

- Overhead fascia panel with company name and booth number
- Four square meters exhibition space and the backdrop
- One information desk
- Two spot lights
- Two chairs
- One wastebasket
- One power socket



#### Notes:

- ❖ In Hong Kong, the power sockets are of Type G (UK Standard), and the mains voltage is 220V/50Hz. Please bring the adapter to connect the power socket
- ❖ We will provide **500W** maximum of electricity for each booth. **If you have additional electricity needs, please inform us by October 05, 2025 and tell us how many watts you will need.**

#### 7. Remarks

- a. The booth plan may be adjusted according to the actual situation.
- b. The selected booths will remain unchanged if not affect fire safety. If any change is made, we will inform the exhibitors at the first time.
- c. Follow on-site personnel guidance and relevant management regulations for the conference and venue.
- d. To ensure a distraction-free environment during conference, exhibitors are



- prohibited from using external audio devices (e.g., speakers, amplifiers). TVs or computers with built-in speakers may play audio at low volume during sessions.
- e. Any sponsor/exhibitor wishes to ship the exhibition items to the venue, please send it to Tim KL Wong. Parcels will be accepted starting October 25th (inclusive).
- ATTN: Tim KL Wong
  - Hong Kong Applied Science and Technology Research Institute (ASTRI)
  - 5/F, Photonics Centre, 2 Science Park East Avenue
  - Hong Kong Science Park, Shatin, Hong Kong SAR
  - Email: timklwong@astri.org | Tel: (852) 3406-0330

#### **Important Instructions for Sending Your Parcels:**

- ❖ To ensure smooth handling, we kindly request that exhibitors use point-to-point/door-to-door delivery to send parcels directly to the specified location. Please note that our service is limited to temporary storage, and we are unable to assist with carrying or handling of the parcels.
- ❖ For easy identification, please clearly mark each parcel on the outside with an A4 paper label: "ICPT 2025 | [Company Name] Carton XX of XX", and ensure it is attached securely.
- ❖ We advise against sending any valuable items. Please be aware that the receiving party cannot be held responsible for loss or damage.
- ❖ We plan to have volunteers and staff transport all materials to the venue on the afternoon of October 29th, after the booth setup is completed.

#### **8. Catering Services**

- ❖ A dedicated refreshment station will be available in the Exhibition Area. All exhibition booth staff are welcome to enjoy during scheduled breaks. Please refer to the conference daily agenda or onsite announcements for specific break times.





- ❖ To help you plan your meals, you may find detailed information about each restaurant via the official link—including cuisine type, location, and operating hours
- ❖ <https://www.hkstp.org/en/park-life/shop-and-dine#tab=dine&location=HKSTP&page=1&alphabet=all>

## 9. Accommodation Booking

- ❖ Please refer to the accommodation page ([click here](#)) to book your room during your stay in Hong Kong at your earliest convenience.

## 10. Visa and Customs

- ❖ Most visitors can enter Hong Kong without a visa for short stays, depending on their nationality. Be sure to check the visa requirements in advance and ensure your passport has at least six months' validity. For more information, please visit this page of the Hong Kong Immigration Department ([click here](#)).
- ❖ For the restriction on the goods you may bring in, please view this page of HK customs website ([click here](#)).

## 11. Contact Us

- ❖ Should you have any questions, please do not hesitate to reach out:
- ❖ Ms. Qu Xinping: [xpqu@fudan.edu.cn](mailto:xpqu@fudan.edu.cn)
- ❖ Mr. Feng Jianhua: +86 13501103995 | [fengjianhua@chinastargroup.com](mailto:fengjianhua@chinastargroup.com)
- ❖ Ms. Shi Qianyu: (onsite) +86 17812029172 | [shiqianyu@chinastargroup.com](mailto:shiqianyu@chinastargroup.com)
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