



# ITMA ASIA + CITME

**SINGAPORE 2025**

**28 – 31 October 2025**  
**Singapore Expo**

## GENERAL REGULATIONS



DESCRIPTION		DEADLINE
1	<ul style="list-style-type: none"> <li>Submit Application for Admission, Rental Contract for Stand Space and Exhibitor Listing</li> </ul>	12 November 2024
2	<ul style="list-style-type: none"> <li>Issue invoice for 20% deposit of stand space rental, for payment within 14 days</li> </ul>	Upon receipt of Application for Admission and Rental Contract for Stand Space
3	<ul style="list-style-type: none"> <li>Issue Certificate of Admission</li> <li>Issue Stand Location Notification</li> <li>Online service order platform opens</li> <li>Operations Centre opens</li> <li>Exhibitor, installer, and contractor badge application opens</li> </ul>	27 March 2025
4	<ul style="list-style-type: none"> <li>Issue invoice for 80% of stand space rental and 100% of open-side surcharges for payment within 14 days</li> </ul>	29 April 2025
5	<ul style="list-style-type: none"> <li>Submit stand plans: stand design and exhibit layout</li> </ul> <p>(Important note: stand plan vetting fee shall be levied for submissions after the deadline - see Article A13.6.)</p>	24 June 2025
6	<ul style="list-style-type: none"> <li>Issue invoice for double-storey stand space for payment within 14 days</li> <li>Submit onsite logistics service orders</li> <li>Submit compulsory and service forms, including A11 orders</li> </ul> <p>(Important note: orders submitted for services included under Article A11 after the deadline will be chargeable, and subject to availability.)</p>	29 July 2025
7	<ul style="list-style-type: none"> <li>Stand Build-up</li> </ul> <p>Hall Opening Hours</p> <ul style="list-style-type: none"> <li>22 – 26 October: 0800 – 2000 hours</li> <li>27 October: 0800 – 1800 hours</li> </ul>	22 – 27 October 2025
8	<ul style="list-style-type: none"> <li>ITMA ASIA + CITME, Singapore 2025 Exhibition</li> </ul> <p>Exhibitor access to halls</p> <ul style="list-style-type: none"> <li>28 – 31 October: 0800 – 2000 hours</li> </ul> <p>Visitor access to halls</p> <ul style="list-style-type: none"> <li>28 – 30 October: 1000 – 1800 hours</li> <li>31 October: 1000 – 1700 hours</li> </ul>	28 – 31 October 2025
9	<ul style="list-style-type: none"> <li>Stand Dismantling</li> </ul> <p>Hall Opening Hours</p> <ul style="list-style-type: none"> <li>1 – 2 November: 0800 – 2000 hours</li> <li>3 November: 0800 – 1200 hours</li> </ul>	1 – 3 November 2025

**Note: Information may be subject to change at the discretion of the Organiser.**

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The regulations and information in the General Regulations and annexes are subject to amendments, revisions and changes by the Organiser. **Updated as of date 7 April 2025.**

## IMPORTANT CONTACTS

## Show Owners

**CEMATEX**

Pfingstweidstrasse 102  
CH-8037 Zürich  
Switzerland

**The Sub-Council of Textile Industry,  
China Council for the Promotion of International  
Trade  
CCPIT TEX**

No. 9-17 Dongjie Zhongli, Yongdingmen Nei,  
Dongcheng District, Beijing, China

**China Textile Machinery Association  
CTMA**

Dongyu Building, No. Jia 1, Shuguang Xili,  
Chaoyang District, Beijing, China 100028

## The Organiser

**ITMA Services Pte Ltd**

1 Tai Seng Avenue #02-07  
Tai Seng Exchange Tower A  
Singapore 536464

**Tel:** +65 6849 9368

**Email:** info@itma.com

**Website:** www.itmaasiasingapore.com

## The Co-Organiser

**Beijing Textile Machinery International Exhibition Co.,  
Ltd.**

Room 3203, Wing B, Dongyu (Disan Zhiye) Building  
No. Jia 1, Shuguang Xili, Chaoyang Dist.,  
Beijing, 100028 China

**Tel:** +86 10 58222655 / 58220055

**Email:** itmaasiacitme2@bjitme.com

**Website:** www.citmesingapore.com.cn

## Official Travel Agent (OTA)

**Burnaby Solutions Pte Ltd**

1 Yishun Industrial Street  
A'Posh Bizhub  
#07-12  
Singapore 768160

**Tel:** +65 6911 0855

**Email:** itmaasiacitme2025@burnaby-solutions.com

**Website:** www.burnaby-solutions.com

**ITMA ASIA + CITME, Singapore 2025  
Service Team (SG25 Service Team)**

The SG25 Service Team comprises the Organisers' operations team and the following key service partners and their appointed contractors:

**Tel:** +65 6849 9369

**Email:** service@itma.com

## Technical Service Provider (TSP)

**Pico Art International Pte Ltd**

Pico Creative Centre, 20 Kallang Avenue,  
Singapore 339411

**Tel:** +65 6290 5938

**Email:** itmaasiacitme2025@pico.com

**Website:** www.pico.com

## Onsite Logistics Contractor (OLC)

**Schenker Singapore (Pte) Ltd**

17 Changi South St 2  
Singapore 486129

**Tel:** +65 8461 2869

**Schenker Ltd**

Fairs & Events  
Mayne House, Juniper Park  
Fenton Way, Basildon  
Essex, United Kingdom

**Tel:** +39 366 900 5962

**Email:** itmaasiacitme2025@dbsschenker.com

**Website:** www.dbsschenker.com

## Venue

**Singapore Expo**

1 Expo Drive  
Singapore 486150

**Tel:** +65 6403 2160

**Email:** sales@singaporeexpo.com.sg

**Website:** www.singaporeexpo.com.sg

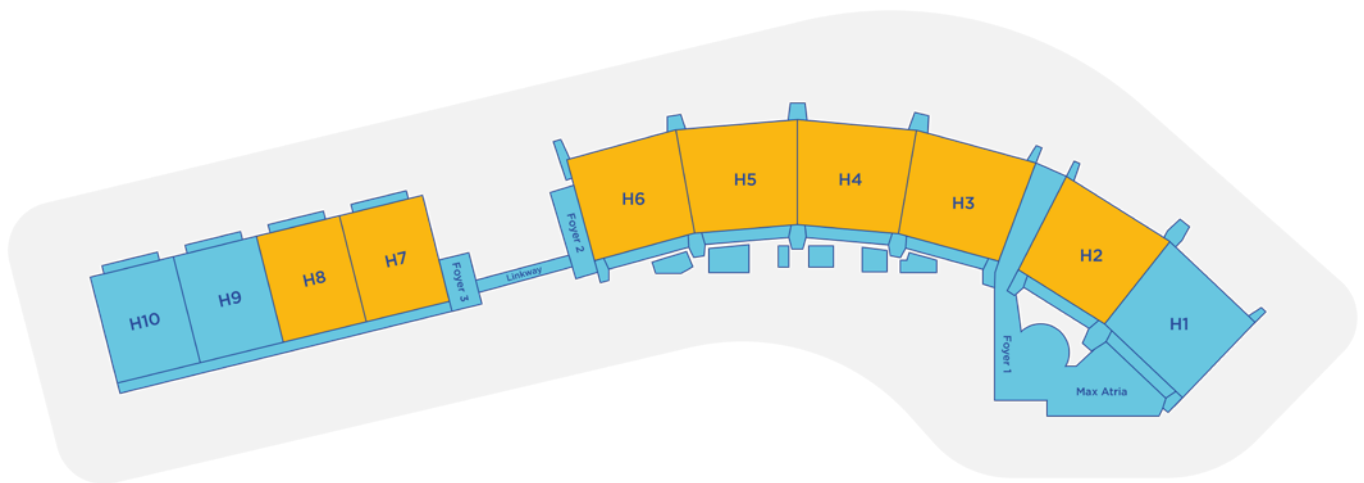


## ABOUT THE VENUE - SINGAPORE EXPO

### ITMA ASIA + CITME, Singapore 2025 Venue

ITMA ASIA + CITME, Singapore 2025 will be held in Singapore Expo. It will occupy Halls 2, 3, 4, 5, 6, 7 and 8.

The sector location plan will be published on the ITMA ASIA + CITME, Singapore 2025 website after the stand space application closes on 12 November 2024.



Halls occupied by ITMA ASIA + CITME, SINGAPORE 2025

### About Singapore Expo

Singapore Expo is Singapore's largest purpose-built meetings, incentives, conventions and exhibitions (MICE) venue. With interconnected event spaces spanning 10 halls and 32 meeting rooms, this award-winning venue is versatile and scalable, easily accommodating business or consumer events of any size.

Singapore Expo is a 10-minute drive from Changi Airport, and 20 minutes from the city centre. It is close to three major expressways and easily accessed via public transport, with the Expo train station being an interchange for two Mass Rapid Transit (MRT) lines. The venue is supported by an extensive range of amenities, including Wi-Fi enabled network, 5G mobile coverage, and over 1,600 car park lots to accommodate visitors' needs.

This document contains the legally binding text of the ITMA ASIA + CITME, Singapore 2025 General Regulations (“GR”). The English version of the General Regulations including all its annexes shall be the sole authentic version.

## A1 Organisation

CEMATEX, Le Comité Européen des Constructeurs de Machines Textiles, is an association (Verein) set up according to Articles 60 ff. Swiss Civil Code, having its legal domicile in Zurich/Switzerland: Pfingstweidstrasse 102, CH-8037 Zürich, (hereinafter called “**CEMATEX**”). CEMATEX has members in the following countries: Belgium, France, Germany, Italy, Netherlands, Spain, Sweden, Switzerland and United Kingdom.

CEMATEX is the owner of the International Exhibition of Textile Machinery in Europe (hereinafter called “ITMA”) and of the Asian show (hereinafter called “**ITMA ASIA**”).

The Sub Council of Textile Industry, China Council for the Promotion of International Trade having its legal domicile at No. 9-17 Dongjie Zhongli, Yongdingmen Nei, Dongcheng District, Beijing, China (hereinafter called “**CCPIT TEX**”), and China Textile Machinery Association, having its legal domicile at Dongyu Building No. Jia 1, Shuguang Xili, Beijing, China (hereinafter called “**CTMA**”), these two parties (hereinafter called “Chinese Party”) are the joint owners of the current China International Textile Machinery Exhibition (hereinafter called “**CITME**”).

CEMATEX and the Chinese Party have agreed to combine ITMA ASIA and CITME to be held in the year 2025 in Singapore (hereinafter called the “**Combined Exhibition**”) bearing the title “**ITMA ASIA + CITME, Singapore 2025**”.

As joint owners of the Combined Exhibition, CEMATEX and the Chinese Party have entrusted ITMA Services Pte Ltd to organise this exhibition within the framework of these General Regulations.

As the sole Organiser of the Combined Exhibition, ITMA Services Pte Ltd (hereinafter called “Organiser”) acts in its own name and on its own responsibility and is located at 1 Tai Seng Avenue #02-07, Tai Seng Exchange Tower A, Singapore 536464.

Beijing Textile Machinery International Exhibition Co., Ltd. (hereinafter called “**Co-Organiser**”) functions as a Co-Organiser is involved in the day-to-day management of the show and provides assistance in the processing of applications of Mainland China exhibitors. Beijing Textile Machinery International Exhibition Co., Ltd. is located at Room 3203, Wing B, Dongyu (Disan Zhiye) Building No. Jia 1, Shuguang Xili, Chaoyang Dist., Beijing, 100028, China.

ITMA Services Pte Ltd and Beijing Textile Machinery International Exhibition Co., Ltd. in their capacity as Organiser and Co-organiser respectively of the Combined Exhibition, are hereinafter called the “**Organisers**”.

Except for Articles A9.6, A9.7, A12.8, A16, A17 and A21 below, CEMATEX and the Chinese Party are only and exclusively responsible for the admission and withdrawal of admission of exhibitors. In that regard, CEMATEX and the Chinese Party mandate their members and the Organiser to receive the Application for Admission and Rental Contract for Stand Space according to Article A4.

## A2 Location, Dates and Opening Hours of Exhibition

ITMA ASIA + CITME, Singapore 2025 will be held at the Singapore Expo (hereinafter, the “**Venue**”).

1 Expo Drive  
Singapore 486150, Singapore  
Website: [www.singaporeexpo.com.sg](http://www.singaporeexpo.com.sg)

The exhibition will be open daily to visitors:

- 28 – 30 October 2025: 1000 – 1800 hours
- 31 October 2025: 1000 – 1700 hours

## A3 Registration and Acceptance of All Exhibition Regulations

- A3.1 Registration for ITMA ASIA + CITME, Singapore 2025 will be made by submitting the online Application for Admission and Rental Contract for Stand Space at [www.itmaasiasingapore.com](http://www.itmaasiasingapore.com).

Exhibitors shall confirm its application at ITMA ASIA + CITME, Singapore 2025 by affixing an electronic signature on the stand space application. The date of the electronically signed application under the Application for Admission and Rental Contract for Stand Space will be treated as the date of the submission of the application.

By authenticating the Application for Admission and Rental Contract for Stand Space, the applicant agrees to these ITMA ASIA + CITME, Singapore 2025 General Regulations, Index of Products and Technical Regulations, and the annexes and documents that will be made available in due course, including but not limited to the Intellectual Property Service Regulation, as well as to all other provisions issued by the Organiser.

- A3.2 A separate Application for Admission and Rental Contract for Stand Space is required for each additional stand pertaining to the same exhibitor, when showing machines or solutions belonging to different chapters from the Index of Products. The applicant is not allowed to apply for more than one stand in the same chapter.

- A3.3 The digital exhibitor listing will be made available on the ITMA ASIA + CITME, Singapore 2025 website with details of the exhibitors, including the full name of the company and its abbreviated name (limited to 20 characters including spaces) using English characters only, preferably in a single word, and address for the alphabetical entry. Companies applying under 'Group Application' should avoid using the same abbreviated name.

The abbreviated name will be applied on the exhibitor marketing kit, exhibition floor plan, stand location plan and exhibitor listings.

- A3.4 Applicants applying after 12 November 2024 may be placed on a waitlist without guarantee of a stand, provided the payment for stand space rental fee has been made.

- A3.5 CEMATEX, the Chinese Party and the Organisers have the right to ensure, through inspections, that exhibits and stand constructions of exhibitors participating in ITMA ASIA + CITME, Singapore 2025 meet the undertakings they have given (see Article A9.4 and the "ITMA ASIA + CITME, Singapore 2025 Technical Regulations").

- A3.6 National associations of textile machinery and accessories are permitted to apply for space as a National Sector Group ("**NSG**") in the same chapter. Interested parties should contact the relevant organisation listed in Article A4 for detailed information and specific regulations.

- A3.7 Each qualified exhibitor **MUST** display a minimum of one exhibit in connection with which it performs at least two of the following activities:

- design
- manufacture
- sale

The Organiser may request the exhibitor for documentary proof that the exhibit on display at the stand fulfills any of the above two out of three activities. The exhibitor must ensure it has the documentary proof onsite.

During exhibition opening hours, stands must be fully manned, and exhibits must be on display. For Chapter 9.5 and Chapter 16, exhibitors who are manufacturers of products with toxic ingredients may display the packaging of and/or the end products if such products are not allowed to be imported into the country where the exhibition is held. Information stands are permitted only for Chapters 18 and 19 of the Index of Products.

- A3.8 During the exhibition, build-up and dismantling periods, persons under the age of 21 shall not be admitted into the halls at all times. At the sole discretion of the Organisers, minors (aged 18 and below the age of 21) and young persons (aged 14 and below the age of 18) may be allowed as long as they fulfil the regulations stipulated in the Technical Regulations Article B8.1.

## A4 Correspondence

Subject to Articles A9, A20 and A22, all enquiries related to the Application for Admission and Rental Contract for Stand Space should be directed to the respective associations and the Organiser as follows:

by Belgian exhibitors to:

**Syndicaat van Belgische Textielmachinebouwers (SYMATEX)**

A. Reyerslaan 80  
1030 BRUSSELS  
**Tel:** + 32 (0) 2 706 79 32  
**Email:** info@symatex.be  
**Website:** www.symatex.be

by Italian exhibitors to:

**Associazione Costruttori Italiani di Macchinario per l'Industria Tessile (ACIMIT)**

Via Tevere, 1  
20123 MILANO  
**Tel:** +39 (02) 4 69 36 11  
**Email:** promotion@acimit.it  
**Website:** www.acimit.it

by British exhibitors to:

**British Textile Machinery Association (BTMA)**

Manchester Heliport,  
Liverpool Road,  
Eccles  
MANCHESTER M30 7RU  
**Tel:** +44 (0) 161 707 0209  
**Email:** info@btma.org.uk  
**Website:** www.btma.org.uk

by Spanish exhibitors to:

**Asociación Española de Constructores de Maquinaria Textil (AMEC AMTEX)**

Gran Via de les Corts Catalanes 684, pral.  
08010 BARCELONA  
**Tel:** +34 (93) 4 15 04 22  
**Fax:** +34 (93) 4 16 09 80  
**Email:** amtex@amec.es  
**Website:** www.solutionsfortextiles.com

by Dutch exhibitors to:

**Groep Textielmachines (GTM)**

Raamstraat 3  
5831 AT BOXMEER  
**Tel:** +31 (088) 400 84 94  
**Email:** info@group-gtm.nl  
**Website:** www.group-gtm.nl

by Swedish exhibitors to:

**Textile Machinery Association of Sweden (TMAS)**

P.O.Box 5510  
11485 STOCKHOLM  
**Tel:** +46 (08) 782 09 50  
**Email:** kansliet@tmas.se  
**Website:** www.tmas.se

by French exhibitors to:

**Union des Constructeurs de Matériel Textile de France (UCMTF)**

30 Rue Francois Spoerry  
68100 MULHOUSE  
**Tel:** +33 (0) 7 83 58 74 23  
**Email:** info@ucmtf.com  
**Website:** www.ucmtf.fr

by Swiss exhibitors to:

**Swissmem Textile Machinery Division (SWISSMEM)**

Pfingstweidstrasse 102  
CH-8037 ZÜRICH  
**Tel:** +41 (044) 384 41 11  
**Email:** txm@swissmem.ch  
**Website:** www.swissmem.ch  
www.swisstextilemachinery.ch

by German exhibitors to:

**VDMA Textile Machinery Association (VDMA)**

Lyoner Strasse 18  
60528 FRANKFURT am MAIN  
**Tel:** + 49 (0) 69 6603 1337 or 1398  
**Email:** itma@vdma.org  
**Website:** www.vdma.org/textile-machinery

by Chinese exhibitors (excluding Hong Kong, Taiwan and Macau) to:

**China Textile Machinery Association (CTMA)**

Floor 6, Wing A, Dongyu (Disan Zhiye) Building  
No. Jia 1, Shuguang Xili, Chaoyang Dist.,  
Beijing, 100028  
China  
**Tel:** + 86 10 58220399 / 58220799 / 58220599 /  
58221499 / 58221299 / 58221099  
**Email:** ctma@ctma.net  
**Website:** www.ctma.net



by exhibitors from all other countries/regions to:

**ITMA Services Pte Ltd**

1 Tai Seng Avenue #02-07

Tai Seng Exchange Tower A

Singapore 536464

**Tel:** +65 6849 9368

**Email:** exhibitor@itma.com

**Website:** www.itma.com

All communications and submission of documents to the Organiser of ITMA ASIA + CITME, Singapore 2025 must be in the English language.

## A5 Exhibits Admitted

Only newly manufactured products, as listed in the Index of Products and pertaining to the exhibitor, are permitted.

A5.1 The following are the approved categories of exhibits:

Chapter 1	MACHINERY FOR SPINNING PREPARATION, MAN-MADE FIBRE PRODUCTION, SPINNING, AUXILIARY MACHINERY AND ACCESSORIES
Chapter 2	MACHINERY FOR WINDING, TEXTURING, TWISTING, AUXILIARY MACHINERY AND ACCESSORIES
Chapter 3	MACHINERY FOR WEB FORMATION, BONDING AND FINISHING OF NONWOVENS AND FELTING, AUXILIARY MACHINERY AND ACCESSORIES
Chapter 4	WEAVING PREPARATORY MACHINERY, WEAVING, TUFTING MACHINERY, AUXILIARY MACHINERY AND ACCESSORIES
Chapter 5	KNITTING AND HOSIERY MACHINERY, AUXILIARY MACHINERY AND ACCESSORIES
Chapter 6	EMBROIDERY MACHINERY, AUXILIARY MACHINERY AND ACCESSORIES
Chapter 7	BRAIDING MACHINERY AND ACCESSORIES
Chapter 8	WASHING, BLEACHING, DYEING, DRYING, FINISHING, CUTTING, ROLLING AND FOLDING MACHINERY, AUXILIARY MACHINERY AND ACCESSORIES
Chapter 9	PRINTING MACHINERY, DIGITAL PRINTING, AUXILIARY MACHINERY, INKS AND ACCESSORIES
Chapter 10	GARMENT MAKING MACHINERY, OTHER TEXTILE PROCESSING MACHINERY, AUXILIARY MACHINERY AND ACCESSORIES
Chapter 11	MACHINERY FOR TEXTILE REINFORCEMENT STRUCTURES FOR COMPOSITES, AUXILLARY MACHINERY AND ACCESSORIES
Chapter 12	LABORATORY TESTING AND MEASURING EQUIPMENT AND ACCESSORIES
Chapter 13	TRANSPORT, HANDLING, LOGISTICS, STORING AND PACKING EQUIPMENT AND ACCESSORIES
Chapter 14	EQUIPMENT FOR RECYCLING, WASTE REDUCTION AND POLLUTION PREVENTION AND ACCESSORIES
Chapter 15	SOFTWARE AND AUTOMATION FOR DESIGN, DATA MONITORING, PROCESSING AND INTEGRATED PRODUCTION

Chapter 16	COLOURANTS AND CHEMICAL AUXILIARIES FOR THE TEXTILE INDUSTRY
Chapter 17	EQUIPMENT AND PRODUCTS TO ENSURE MACHINERY AND PLANT OPERATIONS
Chapter 18	SERVICES FOR THE TEXTILE, GARMENT MAKING AND OTHER TEXTILE PROCESSING INDUSTRY
Chapter 19	RESEARCH AND INNOVATION

- A5.2 If an exhibitor needs to display machines manufactured by any third party to demonstrate its own machines or accessories, these third parties must also be exhibitors of ITMA ASIA + CITME, Singapore 2025.
- A5.3 Second-hand products are not permitted in the exhibition. The exhibition and promotion, directly or indirectly, of second-hand machinery/accessories/parts/products are strictly prohibited. Any exhibitor contravening the above requirement will have its admission withdrawn with immediate effect by CEMATEX and the Chinese Party through written notice of a registered or hand-delivered letter or email stating the reasons for the withdrawal, and the Rental Contract for Stand Space between the exhibitor and the Organiser will be considered simultaneously terminated with immediate effect as stated in Article A9.4.

## A6 Demonstration of Exhibits with Excessive Noise

To control excessive noise in the halls, noisy machines, in particular, are only authorised to operate for 15 minutes within each hour. This restriction applies to the following product codes:

- 3.2.1 Needle felting machines
- 3.2.2 Spunlace machines
- 4.2.1 Rapier weaving machines
- 4.2.2 Projectile weaving machines
- 4.2.3 Air jet weaving machines
- 4.2.4 Water jet weaving machines
- 4.2.5 Multiphase weaving machines
- 4.2.6 Shuttle looms
- 4.2.7 Circular weaving machines
- 4.2.8 Narrow fabrics weaving machines
- 4.3.1 Weaving machines for heavy fabrics, for paper making felts and for wire filter fabrics
- 4.3.2 Weaving machines for tyre cord fabrics
- 4.3.3 Weaving machines for glass, aramid or carbon yarns
- 4.3.4 Weaving machines for leno fabrics
- 4.3.5 Weaving machines for plush and velvet
- 4.3.6 Weaving machines for terry fabrics
- 4.3.7 Weaving machines for carpets and rugs
- 4.3.8 Label weaving machines
- 4.3.9 Sample weaving machines
- 4.4.4 Jacquards, mechanical
- 4.4.5 Jacquards, electronic
- 5.4.1 Flat warp knitting machines
- 5.4.2 Raschel machines
- 5.4.3 Multiaxial warp knitting machines, stitch bonding machines
- 6.1.2 Shuttle embroidery machines (single and multi-head)
- 6.1.3 Embroidery machines and automatic units (single head)
- 6.1.4 Embroidery machines and automatic units (multi head)
- 6.1.5 Chenille embroidery machines
- 7.1.2 Braiding machines
- 10.6.12 Sand blasting machines

The timing and procedures for the demonstration of these types of machinery will be notified to the exhibitors concerned in due course by the Organiser.

The operation of these types of machinery is restricted to **5 minutes every hour** if the stand is situated in a hall other than the one in which they should normally have been exhibited, considering their type and the product codes of the ITMA ASIA + CITME, Singapore 2025 Index of Products as declared in the Application for Admission and Rental Contract for Stand Space.

All machinery exhibited and in operation exceeding 70 dB must have in-built volume regulators and/or noise diffusers; and provide silencers, ear plugs or ear defenders to the participants at the stand.

## A7 Prohibition on Certain Information and Promotion

A7.1 The following forms of information and promotion are **strictly prohibited**:

- Distribution of printed information pertaining to the exhibitor's products outside the stand. All activities (including the distribution of samples and souvenirs) must be carried out exclusively within the exhibitor's own stand area. Excluded from this restriction is advertising in the ITMA ASIA + CITME, Singapore 2025 official channels and materials, as provided by the Organiser.
- Competitions, contests, prize draws and similar promotional activities.
- Any kind of advertising activities in favour of non-exhibiting companies or organisations except under the following circumstances:
  - Exhibitors receiving support from non-commercial trade and industry organisations/ government agencies may display the logos or names of these organisations at their stands. Supporting documents must be submitted during stand plan submission.
  - Exhibitors are allowed to display their parent, daughter and/or customer logo/name if their parent, daughter and/or customer are not eligible to exhibit at ITMA ASIA + CITME, Singapore 2025.

A7.2 If an exhibitor wants to use the name of another exhibitor or the name of a product of another exhibitor on his stand, this should be subject to prior written approval by the other exhibitor concerned. The SG25 Service Team will take appropriate measures if complaints are received.

A7.3 Except for machinery demonstrations, the environmental noise level measured at the stand perimeter should not exceed 70 dB.

The SG25 Service Team is entitled to prohibit all kinds of performances which cause noise, visual disturbance, dirt, dust, vibrations or other emissions or for other reasons that constitute a significant disturbance to the exhibition or its participants.

This prohibition will be exercised despite an exhibitor having received prior approval.

The SG25 Service Team is entitled at the risk and expense of any exhibitor to access their stands to remove, cover up or otherwise prevent advertising violating the above regulations.

## A8 Photography, Videos, Slides, Fashion Shows and Presentations

A8.1 Exhibitors are allowed to stage on-stand fashion shows and similar activities in accordance to the following rules

- Exhibitors must ensure that the audience do not stand in the aisles when viewing a show.
- Exhibitors must ensure that a viewing area of sufficient size is incorporated into the stand design to avoid the possibility of the audience standing in the aisles.
- The maximum number of persons that may be accommodated in the audience space shall be calculated in relation to the area utilised at the rate of 1.5 square metres per person.
- The space for the audience at the stand must have exits that guide people directly to a gangway that terminates at a hall exit.
- Any machinery exhibits adjacent to the audience area must be switched off during the performance of the show.

- Acoustic promotional devices with loud speakers must have in-built volume regulators and/or noise diffusers; and when in operation must not exceed 70 dB.
- Each show will be restricted to a 15-minute duration and no more than four shows per day.
- Exhibitors must submit full production plans for shows to the SG25 Service Team by 24 June 2025 for approval and confirmation. The plans must include lighting plots, sound track details, celebrity attendance and running orders.
- Exhibitors must also ensure compliance with all other rules and regulations contained within the ITMA ASIA + CITME, Singapore 2025 Technical Regulations.

During the show, hall managers will carry out regular checks to ensure exhibitors comply fully with the regulations and do not unreasonably disturb either visitors or neighbouring stands.

The Organiser's decision on any issue concerning the regulations will be final. Failure to comply with the regulations will ultimately result in the infringer's stand power supplies being terminated.

- A8.2 CEMATEX, the Chinese Party and the Organisers are entitled to have photographs, drawings, films, audio recordings and video recordings made of ITMA ASIA + CITME, Singapore 2025 stands, exhibitors' image/likeness and exhibits and they are entitled to use them for advertising, or general press publications, or for archival and promotional purposes of the Combined Exhibition, in any and all media without the affected exhibitors being entitled to establish any rights, compensation or credit whatsoever. In this regard, the voice and image data will be processed according to Article A21.
- A8.3 Under no circumstances should the exhibitors take photographs or images and make recordings of any nature of other exhibitors' stands. In the event that this article is infringed, the Organiser is at liberty to require the surrender of all such materials and/or take legal measures against the exhibitors at fault.

## A9 Admission, Invalidity of Admission and Premature Termination of Rental Contract

- A9.1 CEMATEX and the Chinese Party will jointly decide whether an applicant is admitted to ITMA ASIA + CITME, Singapore 2025
- A9.2 CEMATEX and the Chinese Party will inform all applicants in writing on or after 27 March 2025 whether they are admitted to ITMA ASIA + CITME, Singapore 2025. In case an applicant is not admitted, CEMATEX and the Chinese Party will inform the applicant accordingly by email, stating the reasons.
- A9.3 Assignment of the admission rights to third parties is not permitted.
- A9.4 In case of an infringement of Article A3.5, A5 or A17 of the General Regulations, the admission given to an applicant will be withdrawn by CEMATEX and the Chinese Party. This also refers to cases in which the admission prerequisite has never existed or no longer exists. CEMATEX and the Chinese Party will jointly inform such an exhibitor accordingly, by email to the address provided by the exhibitor in Section 1b of the Application for Admission and Rental Contract for Stand Space, stating the reasons for withdrawal. In such a case, the Rental Contract for Stand Space between the exhibitor and the Organiser is also considered simultaneously terminated with immediate effect.

If such an infringement occurs during stand build-up or opening hours of the exhibition, a warning will be issued to the exhibitor by CEMATEX and the Chinese Party (in writing, by hand-delivered letter), requesting that the necessary steps be taken to comply with the regulations. After having received a second warning (in writing, by hand-delivered letter), should the exhibitor continue to contravene the rules, the Organiser will cut the power to the stand and will close it down if CEMATEX and the Chinese Party withdraw their admission to the exhibitor.

- A9.5 If the applicant or exhibitor does not accept the decision of CEMATEX and the Chinese Party concerning non-admission or withdrawal, he must appeal to CEMATEX and the Chinese Party via email or by registered letter and such correspondences must be received by CEMATEX and the Chinese Party within 14 days of receiving notification of the decision by CEMATEX and the Chinese Party, stating the reasons for non-acceptance. Should the applicant or exhibitor fail to appeal within the said period, then it will be deemed that the applicant or exhibitor has accepted the decision of CEMATEX and the Chinese Party.

- A9.6 The Rental Contract for Stand Space between the Organiser and the exhibitor will be deemed as concluded when allocation of the stand space is advised by the Organiser to the exhibitor pursuant to the terms of Article A15. The Rental Contract for Stand Space will be terminated with immediate effect, and the admission will be considered as withdrawn simultaneously by the Organiser by hand-delivered letter on site or email, stating the reasons for termination and withdrawal if the exhibitor fails to fulfil any of his obligations arising from the General Regulations and, particularly, Article A17 (Protection of Trademark and Intellectual Property Rights), the Rental Contract for Stand Space, Technical Regulations or other provisions issued by the Organiser, including payment terms. No refund will be made for the sums already paid. Invoices issued before the date on which the Rental Contract for Stand Space is terminated by the Organiser shall, notwithstanding such termination, be paid in full as stipulated under Article A12.
- A9.7 CEMATEX jointly with the Chinese Party shall reserve the right to refuse an exhibitor admission to future ITMA ASIA and CITME branded events, and CEMATEX shall reserve the right to refuse an exhibitor admission to any future ITMA branded events if the said exhibitor infringes any of the rules and regulations of ITMA ASIA + CITME, Singapore 2025.
- A9.8 Applicants who did not exhibit at ITMA 2023 and/or ITMA ASIA + CITME 2022 must submit relevant brochures detailing their products when they submit the Application for Admission and Rental Contract for Stand Space.

## A10 Ground Floor and Double-Storey Stand Space Rental

### A10.1 Ground Floor Stand Space Rental

The basic stand space rental charge for ground floor stands with only one side open is Singapore Dollars (SGD) 535 plus Goods and Services Tax (GST) if applicable, per square metre. The length in metre of any dimension of the stand space applied for must be a whole number.

The following surcharges will apply to stands of all sizes with more than one open sides:

Stand Space in Square Metres	Stand Space in Square Metres		
	2	3	4
First 50 square metres	+20%	+33%	+50%
Next 50 square metres	+10%	+16.5%	+25%
Surface over 100 square metres	0%	0%	0%

Surcharges for open sides are only charged on the first 100 square metres of every stand space, and there are no surcharges imposed on additional space taken on the same stand. Open-side surcharges will be based on the number of sides allocated to the exhibitor by the Organiser.

#### Example

A stand space of 250 square metres and 4 open sides will be invoiced as follows:

- First 50 square metres SGD535 + 50% = SGD40,125
- Next 50 square metres SGD535 + 25% = SGD33,437.50
- Balance 150 square metres x SGD535 = SGD80,250
- Total amount due: SGD153,812.50 (plus GST, if applicable)

The minimum stand space is 15 square metres per exhibitor, except for products pertaining to Chapters **18.1 and 19**, where the minimum stand space area is 9 square metres.

Subletting or assignment of the stand space wholly or partly to third parties is not permitted.

### A10.2 Double-Storey Stand Space Rental

Double storeys are permitted on stands which have a minimum ground floor space of 90 square metres. The second storey area shall not exceed 50% of the ground floor area. All double storey stands must be endorsed by a Singapore Professional Engineer.

The minimum length of any dimension of the ground floor space must be 5 metres.



The second storey stand space (see ITMA ASIA + CITME, Singapore 2025 Technical Regulations for specific conditions and dimensions) will be invoiced at 50% of the basic rental charge (i.e. SGD267.50 per square metre, plus GST, if applicable). The charge for any fraction of a square metre will be charged as for a full square metre.

The ground floor stand space underneath will be invoiced at the standard SGD535 per square metre (plus GST, if applicable). The second storey is not subject to open-side surcharges, but is subject to all penalties, payment terms and conditions, as well as surcharges as stated in Article A12.

**Example (with reference to above case)**

A stand with space of 250 square metres (ground floor) and 90 square metres (second storey) with 4 open sides will be invoiced as follows:

- Total amount due for ground floor space = SGD153,812.50
- 90 square metres of second storey stand space x SGD267.50 = SGD24,075
- Total amount due: SGD177,887.50 (plus GST, if applicable)

## A10.3 Payment Methods and Currencies for Stand Space Rental Fees

Stand space rental payment (includes double-storey stand space rental, if applicable) shall be made in the currency stipulated on the invoice or payment request statement by bank transfer.

Exhibitors can find the payment details in the Invoice/Notice of Payment that can be downloaded from the Exhibitor Centre.

### Stand space rental for exhibitors from CEMATEX countries and other countries/regions

These exhibitors may remit their stand space rental payments in Singapore Dollars (SGD) to the following bank account:

Account Name/Beneficiary	: ITMA Services Pte Ltd
Bank Account Number	: 0000104251300281SGD
Beneficiary Bank	: BNP Paribas, Singapore Branch (Swift Address: BNPASGSG)
Bank Address	: 20 Collyer Quay, #01-01, Singapore 049319
Correspondent Bank	: Monetary Authority of Singapore Singapore (Swift Address: MASGSGSG)

Exhibitors must ensure that they pay all bank charges, and taxes (only applicable for Singapore registered companies) relating to payment made for all stand space rental.

### Stand space rental for exhibitors from Mainland China

This clause is only applicable to exhibitors from Mainland China. These exhibitors may remit their stand space rental payments in Chinese Yuan (RMB) to the following bank account:

Account Name/Beneficiary	: Beijing Textile Machinery International Exhibition Co., Ltd.
Account number	: 110060746018180001731
Beneficiary Bank	: Bank of Communications Beijing Branch

Exhibitors paying in RMB will be charged an equivalent of SGD535 based on the closing exchange rate of the previous working day of the China Foreign Exchange Trade System at the time and date of notice of payment. The notice of payment amount is subject to a 6% China VAT, collected by BJITME.

## A11 Services Included in the Rental Contract for Stand Space

The following services are included in the stand space rental charge (hereinafter, the “**Services (Article A11)**”):

1. Handling of exhibits within the venue during build-up and dismantling, including unloading/loading of trucks, delivery to the stand and one-time positioning of machinery at the stands in accordance to the exhibitor's exhibit layout and similar handling services after the exhibition. Cranes, forklift trucks or other hoisting equipment for the assembly and dismantling of exhibits on the exhibition site will be provided.  
  
Note: Handling of stand-fitting materials is not included and will be invoiced separately by the Onsite Logistics Contractor.
2. Payment of fees for customs clearance handling for shipments consigned to the Onsite Logistics Contractor.
3. Insurance of exhibits against normal exhibition risks as defined by the insurance policy carried by the Organiser, including fire risks and third-party liability. This insurance policy will be made available in the Exhibitor Centre before 29 July 2025.
4. One power connection for every 200 square metres of ground stand space, each terminating at an isolator switch, up to a maximum of 5 connections per stand (e.g. for a 500-square-metre stand space, the entitlement is 2 connections).
5. One 13A 24-hour single-phase power connection terminating in a plug socket for domestic use during the exhibition (to enable exhibitors to run standard office equipment such as fridges, computers etc.).
6. Consumption of electricity for machinery, lighting and domestic use during hall opening hours. Exhibitors who require electricity supply outside of these hours will need to submit an order and pay for a 24-hour supply.
7. Consumption of water for the operation of machinery exhibits, and water for stand use during hall opening hours. Exhibitors who require water supply outside of these hours will need to contact the Technical Service Provider.
8. Conveyance and covered storage of exhibitors' empty packing materials.
9. Conveyance and covered storage of auxiliary devices and materials, as well as all materials required for and produced during demonstrations.
10. Removal of fabric waste generated during demonstrations. Excluded are wastes that require special supervision (see ITMA ASIA + CITME, Singapore 2025 Technical Regulations), stand structures, stand elements, floor coverings, machinery and parts of machinery. Stand building waste materials generated during build-up and dismantling must be disposed of by the exhibitors' stand contractors.
11. Daily basic cleaning of stands: sweeping of floor and emptying of waste paper baskets (provided by the exhibitors).
12. One exhibitor entry (including company name, address, telephone, email, website address, product codes, hall and stand numbers) in the digital Exhibitor Listing on the ITMA ASIA + CITME, Singapore 2025 website.
13. Exhibitor badges (the number of badges is based on size of ground stand space area).
14. Parking passes, valid from 28 to 31 October 2025 from 0800 to 2000 hours. For every 100 square metres of stand space, exhibitor may apply one parking pass per passenger vehicle, up to a maximum of 3 parking passes (e.g. 500-square-metre stand space entitlement: 3 parking passes).
15. Visitor badges (the number of badges is based on ground stand space area).
16. Wi-Fi access for personal devices available from 28 to 31 October 2025.
17. Music copyright licensing - applicable to pre-recorded music and video used during exhibition hours.

**Important:** After the stipulated deadlines, exhibitors shall place their service orders directly online or onsite, and make payment to the respective appointed service partners.

The Organiser or the appointed service partners reserve the right to invoice exhibitors for additional costs incurred through:

- Non-observance of scheduled delivery dates
- Changes to the original layout plan of the machinery
- Absence of company staff charged with taking delivery of materials that are unloaded at the stand
- Additional orders beyond entitlements, which are chargeable

#### Services not included

Services not mentioned in Article A11 are not included in the stand space rental charge. Information on charges for additional services and payment methods, is available online. These additional services shall be ordered through the Organiser or the respective service partners via the Exhibitor Centre.

## **A12 Payments, Refunds and Penalties Relating to Stand Space Rental Charges**

### **A12.1 Deposit of 20%**

A deposit of 20% of the stand space rental charge i.e. SGD107 plus GST, if applicable per square metre of space applied for must be remitted within 14 days from the date of the invoice.

Application for Admission and Rental Contract for Stand Space will not be confirmed or processed until the 20% payment has been paid and cleared in the bank of the Organisers. The date on the proof of bank transfer statement will be treated as the date on which the Application for Admission and Rental Contract for Stand Space is received.

### **A12.2 Balance Payment of 80% Stand Space Rental, Double-Storey Stand Space Rental and Surcharges**

The invoice for the 80% balance of the stand space rental plus the open-side surcharges will be issued by 29 April 2025, and payment must be made within 14 days.

The invoice for double-storey stand space will be issued by 29 July 2025, and payment must be made within 14 days.

Stand space rental payment including double-storey stand space charges and open-side surcharges will be based on the final space allocated.

The payment terms will be '**Immediate**' after the stipulated deadlines.

### **A12.3 Non-Admission**

If the applicant is not admitted to the exhibition in accordance with Articles A9.1 and A9.2, the deposit of 20% will be refunded, based on the actual amount received less any outward remittance bank charges incurred by the Organisers, if any.

### **A12.4 Total Withdrawal of Participation before 29 April 2025**

The exhibitor or applicant must notify the Organiser before 29 April 2025 in writing, in the event of a total withdrawal from the participation of ITMA ASIA + CITME, Singapore 2025. No refund will be made for the sum already paid, including the 20% deposit. Exhibitors who withdraw on or after 29 April 2025, are liable for the full payment of all invoices issued.

### **A12.5 Stand Space Reduction on or before 27 March 2025 – Less than 20%**

If the stand space reduction made on or before 27 March 2025 is less than 20% of the stand space first applied for by the exhibitor, a full refund in proportion to the stand space reduction will be made for the sum already paid. Such refund will be offset towards subsequent invoices. Full payment must be made on invoices issued before the date on which the exhibitor's official notification of the stand space reduction is received by the Organiser. For any subsequent reduction resulting in the total reduction being greater than 20%, Article A12.6 shall apply.

## A12.6 Stand Space Reduction on or before 27 March 2025 – 20% and Greater

If the stand space reduction on or before 27 March 2025 is equal to or greater than 20% of the stand space applied for by the exhibitor, no refund will be made for the sums already paid. Invoices issued before the date on which the exhibitor's official notification of space reduction is received by the Organiser are to be paid in full. Later invoices will then only be accounted towards the space kept.

## A12.7 Stand Space Reduction after 27 March 2025

No refund will be made for the sums already paid and for invoices issued before the date on which the exhibitor's official notification of stand space reduction or withdrawal is received by the Organiser.

## A12.8 Penalties

Notwithstanding the regulations in Article A12.1, the stand space rental charges including double-storey stand space, open-side surcharges and other relevant charges as stated above must be paid in full before the exhibitor may access the halls. In the case of invoices not paid by the stipulated deadlines in Articles 12.4, 12.5, 12.6 and 12.7, the exhibitor is obliged to pay the outstanding invoices in full.

If the stand space rental balance (basic stand space rental and open-side surcharges) is not paid by the stipulated deadline, the Organiser reserves the right to re-allocate the space to other exhibitors, and the initial deposit paid will be forfeited. The Organiser will notify the exhibitor via email or by registered letter, stating the reason, which constitutes simultaneously a withdrawal of admission and termination of the Rental Contract for Stand Space by the Organiser.

If an exhibitor fails to pay the outstanding balance of invoices relating to its withdrawal at any past ITMA or ITMA ASIA (including ITMA ASIA + CITME) exhibition, the Organiser may insist on a 100% stand space rental payment with the Application for Admission and Rental Contract for Stand Space for this or future ITMA and ITMA ASIA (including ITMA ASIA + CITME) branded events. In such cases, CEMATEX, the Chinese Party and the Organisers each also reserves the right to refuse the exhibitor admission to this or any future ITMA and ITMA ASIA (including ITMA ASIA + CITME) branded events.

## A13 Deadlines, Payments and Penalties for Service Orders and Late Submission of Stand Plan and Exhibit Layout

### A13.1 Service Forms

Services will be available for online ordering and payment from 27 March 2025. All relevant technical and non-technical service forms, including the Services included in the stand space rental fee (Article A11) must be submitted and paid by 29 July 2025 (hereinafter, the "Service Order Deadline").

### A13.2 Entitlement

The service forms for the entitlements stated in the Services included in the stand space rental fee (Article A11) must be submitted by the stipulated deadline. **Forms received after the deadline are chargeable and stock availability is not guaranteed.** The Organiser cannot be held responsible for losses resulting from the non-availability of stocks.

### A13.3 Full Payment of Services

All services must be paid in full (net of bank charges) by the stipulated deadlines in Article A13 before the exhibitor may access the halls or before the services will be delivered to the stand.

### A13.4 Early Bird Pricing

Exhibitors will enjoy early bird price on service orders received and paid on or before the deadline of 29 July 2025. Thereafter, the standard price for all services shall apply and subject to the availability of stock.

## A13.5 Refund Policy

For all paid services cancelled on or before the Service Order Deadline, exhibitors will receive a full refund less any outward remittance bank charges. There will be no refund if cancellation is made after the deadline.

## A13.6 Late Submission of Stand Plan

All exhibitors must submit their stand plans (stand design and exhibit layout) by the deadline of 24 June 2025. Should the exhibitors submit their stand plan after the deadline, a stand space plan vetting fee of SGD100 shall be levied for each piece of the stand plan. The Technical Regulations (see Article B7 and B8) stipulate that move-in and stand build-up onsite can only commence after obtaining approval of the plans.

## A14 Methods and Currency Payments

A14.1 Payments must be made in the currency stipulated on the invoice or Notice of Payment:

Space Rental	Services - Pre-site Order	Services - Onsite Order
Bank Transfer	Bank Transfer	Credit/Debit Card
	Credit/Debit Card	

A14.2 A handling fee applies for payment by credit card and debit card. Payment by bank transfer shall be net of all bank charges. Exhibitors must ensure that they pay all bank charges and taxes relating to bank transfers and clearing of bank drafts.

## A15 Allocation of Stand Space

A15.1 The Stand Location Notification, which also constitutes the conclusion of the Rental Contract for Stand Space between the exhibitor and the Organiser, will be advised by the Organiser in its capacity as lessor to the exhibitor by 27 March 2025. The exhibitor will receive details of the location, the number of open sides, the dimensions of the stand space, the hall and stand number. The exhibitor shall accept the stand space allocated to him even if the location and/or dimensions and/or open sides are different from those which the exhibitor has requested. The exhibitor's preferences regarding the location are not binding upon the Organiser.

A15.2 The Organiser reserves the right to change the stand space location, number of open sides or its dimensions, if circumstances make this necessary, and no claim for damages can be made against the Organiser because of such changes.

## A.16 Stand Build-up and Dismantling

### A16.1 Stand Build-up

#### Hall Opening Hours

	Stand Build-up		Exhibition Period		Dismantling	
Date (2025)	22 - 26 October	27 October	28 - 29 October	31 October	01 - 02 November	03 November
Start (hrs)	0800	0800	0800	0800	0800	0800
End (hrs)	2000	1800	2000	2000	2000	1200



Exhibitors who need to work outside of these hours, except on 27 October 2025, must apply onsite by 1400 hours on the day concerned.

**Construction MUST be completed by 1800 hours on 27 October 2025, after which no work will be permitted.**

All delivery and stand construction vehicles must be removed from the halls and from the loading areas by 1800 hours on 27 October 2025. Vehicles that stay beyond the time allowed will be removed by the Onsite Logistics Contractor at the risk and expense of the exhibitors concerned.

If an exhibitor's stand construction has not started by 1200 hours on 27 October 2025, it is deemed that the construction could not be completed by 1800 hours on 27 October 2025. The Organiser reserves the right, after giving prior notice in writing, to terminate the exhibitor's participation and to make other use of the stand space without any compensation or refund to such exhibitor. The Organiser will notify the exhibitor via email, or letter (hand-delivered or registered) to the exhibitor, stating the reasons, and such a correspondence will constitute simultaneously a withdrawal of admission and termination of the Rental Contract for Stand Space by the Organiser. Such action will not relieve the defaulting exhibitor of his liability for the stand space rental charge, services and installations provided, and no refund shall be given.

## A16.2 Stand Dismantling

Stands may be dismantled only from 0800 hours onwards on 01 November 2025. Hand-carried items (accessories, computers, advertising documents, etc) can be removed from the stand on 31 October 2025 from 1700 hours to 2000 hours.

Stand dismantling must be completed and the stand space restored to its original state by 1200 hours on 3 November 2025. Any material still on the stand space after this deadline will be removed and disposed of by the Organiser. The Performance Bond (Technical Regulations Article B6) will be applied to all costs incurred for the above, as well as the risks of theft, loss and damage will be borne by the exhibitor and/or stand contractor. In the case of non-payment, any outstanding amount must be fully paid up before the errant exhibitor can be admitted to future events.

## A17 Protection of Trademark and Intellectual Property Rights

- A17.1 CEMATEX and Chinese Party are the registered owners of the ITMA and CITME trademarks and domain names, respectively. All exhibitors shall ensure they do not infringe, and they do not authorise, directly or indirectly, or permit any other party to infringe CEMATEX's and the Chinese Party's trademark and domain name rights in any way for any purpose, in particular, but not exclusively, through their exhibits on display, their advertising materials, their graphics or through any other means or supporting materials.
- A17.2 Exhibitors must not infringe or otherwise violate, directly or indirectly, seek to infringe and/or violate the intellectual property rights of other exhibitors and of third parties, such as patents, trademarks, copyrights, etc, when displaying their products at ITMA ASIA + CITME, Singapore 2025 in accordance with current provisions of law. All necessary measures shall be taken by the exhibitor before displaying his products.
- A17.3 CEMATEX, Chinese Party, the Organisers and the Venue are exempt from any liability in connection with the infringement or other violation of intellectual property rights by an exhibitor. The exhibitor shall indemnify and hold CEMATEX, the Organisers and the Venue harmless in case of any such infringement or other violation. As part of the Rental Contract for Stand Space, each exhibitor shall agree to a legally binding statement confirming that he will not infringe the trademark and intellectual property rights of another exhibitor or third parties and promising to indemnify CEMATEX, Chinese Party, the Organisers and the Venue in case of any such infringement.
- A17.4 The Organiser will establish an onsite secretariat for the "Intellectual Property Service Regulations" which will be provided in a separate document by 27 March 2025 (hereinafter, the "IPR"). The onsite IPR secretariat will operate from 27 to 31 October 2025, and will offer the following services:

- Inform exhibitors about the content and features of intellectual property rights, as well as the available means to protect themselves against any potential infringement in accordance with the relevant laws of Singapore;
- Enable a fast and effective ascertainment of cases of infringement or piracy at ITMA ASIA + CITME, Singapore 2025. (This service will include the collection of evidence of possible infringements, which could otherwise be obtained only through onerous legal proceedings (called “description proceedings”), which often cannot produce the desired effects. Such a service implies, upon request by any party, a photographic identification of items that are alleged as infringing intellectual property rights, and the issuing of a relevant report concerning the ascertainment of the presence of such items in the stand of the alleged counterfeiter); and
- Upon the exhibitor’s request, give cause to an arbitration proceeding for preliminary evaluation of the infringing nature of a product and, should the infringement be ascertained by the arbitration panel, execute the order of removal and/or of “coverage” of said product from the exhibition area, with physical retention of a sample of the goods for evidence collection purposes and, in case of failure to comply with such an order, the compulsory enforcement of the above-mentioned order. The arbitration proceeding is a chargeable service.

Further details on the Intellectual Property Service Regulation and the procedure of filing complaints and/or starting an arbitration proceeding procedure in Singapore will be available at the Exhibitor Centre by 27 March 2025.

- A17.5 If it is ascertained by judgement through arbitration ruling under IPR that an exhibitor has infringed the intellectual property rights of another exhibitor or of a third party in any way, then the Organiser will be entitled, although not obliged to, at its own discretion, ask for the removal of the infringing exhibits, printed papers, advertising materials, graphics and any other material from the infringing exhibitor’s stand, and to store them away at the cost of the exhibitor until the end of ITMA ASIA + CITME, Singapore 2025.
- A17.6 For an exhibitor infringing the regulation for the first time, the Organiser shall notify the errant exhibitor by email informing him of the consequences. The Organiser reserves the right to enforce Article A9.4 and the errant exhibitor shall be banned from taking part in the next ITMA, ITMA branded and CITME event. In such cases, the Organiser is also entitled, although not obliged, to terminate the Rental Contract for Stand Space between the Organiser and the infringing exhibitor and therefore also to withdraw the infringing party’s admission via email, stating the reasons for termination and withdrawal (see Article A9.6). No refund will be made of payments already made. If such measures prove to be unjustified, no claim for damages can be made against the Organiser or the Venue, unless such parties are proven guilty of gross negligence or unlawful intent.
- A17.7 If the said exhibitor is found to have infringed the trademark, domain name or the intellectual property rights of CEMATEX, the Chinese Party, the Organisers, other exhibitors and/or third parties, Article A9.7 shall apply.

### A18 Change or Cancellation of the Exhibition

- A18.1 In cases of force majeure, the dates and place of ITMA ASIA + CITME, Singapore 2025 may be changed, or the exhibition may even be cancelled by the Organiser in agreement with CEMATEX and the Chinese Party. If the exhibition does not take place, the amounts paid to the Organisers for stand space rental will be refunded, after deduction of all ITMA ASIA + CITME, Singapore 2025 exhibition costs incurred or already committed, in proportion to the amount paid by each exhibitor. No claims for compensation for damages, loss of profits or other consequential damages, irrespective of the nature or reason, can be lodged against the Organisers and/or CEMATEX and the Chinese Party.

### A19 Local Laws

- A19.1 The Organiser will exercise to apply and enforce the laws of Singapore throughout the exhibition site and will be entitled to take the necessary measures in the case of non-observance of the various rules and regulations.

- A19.2 Exhibitors are under the obligation to comply with all Singapore rules and regulations, particularly those concerning the prevention of fire, occupational hazards, health and safety at work, and/or other accidents or damages.
- A19.3 The provision of these General Regulations including annexes, in particular, but not exclusively the ITMA ASIA + CITME, Singapore 2025 Technical Regulations, will prevail over the Singapore rules and regulations wherever applicable.

### A20 Liability and Complaints

- A20.1 Except in case of unlawful intent or gross negligence, CEMATEX, the Chinese Party, the Organisers and the Venue are excluded from any liability for any kind of damage the exhibitor may incur directly or indirectly. Subject to the laws of Singapore, CEMATEX, the Chinese Party, the Organisers and the Venue exclude any liability for any kind of damage the exhibitor may incur directly or indirectly by acts carried out by auxiliary persons of CEMATEX, the Chinese Party, the Organisers and the Venue. In particular, but without limitation, CEMATEX, the Chinese Party, Organisers and the Venue are exempt from any liability in direct and/or indirect connection with the infringement or other violation of intellectual property rights by an exhibitor.
- A20.2 Except in cases of unlawful intent or gross negligence, the liability of the Organiser is limited to payments as covered by insurance stipulated in the ITMA ASIA + CITME, Singapore 2025 Technical Regulations and its document regarding insurance coverage.
- A20.3 If the exhibitor does not comply with the stand construction regulations stipulated in the General Regulations and its annexes, the exhibitor shall be liable for any damage resulting from the violation of these regulations. The Organiser or the Venue shall recover such damages from the exhibitor. The Organisers, Venue, Chinese Party and CEMATEX shall also be exempt from all claims by third parties that may be asserted due to violation of the stand construction regulations.
- A20.4 In any case, the Organisers shall under no circumstances have any liability for indirect losses, loss of profits, business revenue, goodwill or anticipated saving or consequential losses or damages, or for any loss of or damage to any individual, property or vehicle left in the exhibition venue by the exhibitor, its employees or representatives
- A20.5 For the sake of clarity, the Venue, its legal representatives, servants or employees, and the Venue's suppliers or subcontractors are deemed to be third parties, alien to the Organiser.
- A20.6 The exhibitor must lodge any complaint in writing against the Organisers or CEMATEX and/or Chinese Party immediately. Complaints concerning the construction of stands and the infringement of various regulations by other exhibitors must be reported at the same time with a copy to the SG25 Service Team. Lawsuits will be filed in accordance with Article A22.

### A21 Personal Data Protection

- A21.1 CEMATEX and Chinese Party are joint owners of the data and are entitled before, during and after ITMA ASIA + CITME, Singapore 2025 to process any and all data regarding an exhibitor and/or visitor that they receive within the framework of ITMA ASIA + CITME, Singapore 2025.
- A21.2 The processing of the data means in particular but not exclusively any operation inside or outside of Switzerland, Singapore and People's Republic of China with regard to the received personal data regarding an exhibitor and/or visitor, irrespective of the means and procedures applied, in particular, to the gathering, storage, use, amendment, disclosure and transfer to third parties or destruction of the received personal data regarding an exhibitor and/or visitor.
- A21.3 The data may be used only within the objects of CEMATEX's by-laws and the Chinese Party, i.e. for the preservation and promotion of the general interest of the textile machinery industry at international level, and therefore in particular, but not exclusively, for promoting ITMA ASIA + CITME, Singapore 2025 and any other ITMA branded events worldwide (including ITMA ASIA + CITME), for the ITMA ASIA + CITME, Singapore 2025 exhibitor listing (see Article A3.3), website, and for any other legal activity of CEMATEX.

- A21.4 The data will be retained for ten years. By accepting the ITMA ASIA + CITME, Singapore 2025 General Regulations and Privacy Policy, all applicants and exhibitors shall give their consent to the treatment of their personal data and to its storage and processing, as well as to the pre-population of the data used by the Organisers for future ITMA, ITMA ASIA + CITME and ITMA related events.
- A21.5 The Organisers will process the personal data obtained from exhibitors and/or visitors exclusively for the management and the organisation of ITMA ASIA + CITME, Singapore 2025 in strict compliance with the laws applicable to the organisation and execution of the ITMA ASIA + CITME Singapore, 2025. The exhibitors and/ or visitors give their consent that such personal data can be shared with the appointed service vendors and national associations as listed in Article A4, located in and outside of the European Economic Area, as data processors for providing technical and onsite service support relating to management of the Venue and/or any connected services to support the realisation of ITMA ASIA + CITME, Singapore 2025. These data processors warrant the same level of protection as provided by the EU General Data Protection Regulation. Exhibitors and/or visitors whose data have been collected are entitled to information and disclosure and rectification of the collected data, as well as all other protection rights granted by the applicable regulations). Any request relating to personal data collected by the Organisers shall be submitted to the address provided in Article A1 to the attention of the Organiser's data protection officer.
- A21.6 If exhibitors do not wish to receive any promotional materials, including those sent by electronic means, related to ITMA ASIA + CITME, Singapore 2025 and future ITMA branded events, please email the Organiser at [itmadata@itma.com](mailto:itmadata@itma.com).
- A21.7 All data protection in relation to ITMA ASIA + CITME, Singapore 2025 shall be governed by the Personal Data Protection Act 2012 of Singapore.

### **A22 Applicable Laws, Places of Jurisdiction**

#### **A22.1 CEMATEX, CEMATEX and Chinese Party jointly (Admission/Withdrawal)**

Any dispute, controversy or claim between an exhibitor or the Organisers or any member of CEMATEX on the one side and CEMATEX and/or the Chinese Party or its members on the other side, which concerns the admission to, or the withdrawal from, the ITMA ASIA + CITME, Singapore 2025 (28 - 31 October 2025 in Singapore) shall be resolved by arbitration in accordance with the Swiss Rules of International Arbitration of the Swiss Arbitration Centre in force on the date when the Notice of Arbitration is submitted in accordance with those rules. The number of arbitrators shall be three. The arbitrators shall apply Swiss law with the exclusion of the Vienna Convention on the Sales of Goods. The Seat of Arbitration shall be in the City of Zurich/Switzerland and the arbitral proceeding shall be conducted in English.

#### **A22.2 The Organisers (Conducting ITMA ASIA + CITME, Singapore 2025)**

The relationship between the exhibitor and the Organisers shall be governed by Singapore Law (subject to Article A22.1) and the Place of Jurisdiction for disputes between exhibitors and the organisers concerning matters not covered by Article A22.1 shall be Singapore.

Each Party agrees that any dispute arising out of or in connection with this Agreement or any document or transaction in connection with this Agreement (including any question regarding its existence, validity or termination, or any dispute or claim relating to any non-contractual obligations arising out of or in connection with this Agreement) shall be referred to and finally resolved by arbitration in Singapore to the exclusion of the ordinary courts, in accordance with the Arbitration Rules of the Singapore International Arbitration Centre ("SIAC") for the time being in force which rules are deemed to be incorporated by reference in this Article. The place of arbitration shall be in Singapore and the language of the arbitration shall be English. The arbitration tribunal shall consist of one arbitrator mutually appointed. The arbitral award made and granted by the arbitrator shall be final, binding and incontestable.

The online Application for Admission and Rental for Stand Space Contract, the documents included in the annexes and any other official ITMA ASIA + CITME, Singapore 2025 documents issued at a later date and available at the Exhibitor Centre shall form part of ITMA ASIA + CITME, Singapore 2025 General Regulations and will be subject to the applicable laws and places of jurisdiction described above. The annexes include:

Annex I: Index of Products  
Annex II: ITMA ASIA + CITME, Singapore 2025 Technical Regulations  
Annex III: Intellectual Property Service Regulation


9 April 2024



**CEMATEX, Le Comité Européen  
des Constructeurs de Machines Textiles**  
Ernesto Maurer, President



**CCPIT TEX, The Sub Council of  
Textile industry, China Council for  
the Promotion of International Trade**  
Xu Yingxin, Chairman



**CTMA, China Textile  
Machinery Association**  
Gu Ping, President



**ITMA Services Pte Ltd**  
Sylvia Phua, Managing Director



**Beijing Textile Machinery  
International Exhibition Co., Ltd.**  
Liang Pengcheng, Managing Director