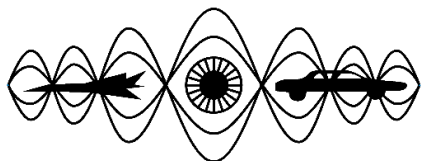


EXHIBITION MANUAL

July 06 - 11, 2025
Incheon Songdo ConvensiA, Korea



6 Sun - 11 Fri, July 2025

ICSV31 Incheon, Korea

31st International Congress
on Sound and Vibration



The annual congress of the International Institute of Acoustics and Vibration (IIAV)

1. ICSV31 Overview

1.1. Overview

- **Title:** The 31st International Congress on Sound and Vibration (ICSV31)
- **Period:**
 - Exhibitor Move-in: Sunday, July 6, 2025
 - Exhibition Operation: Monday-Wednesday, July 7-9, 2025
Thursday, July 10, 2025 *optional
 - Exhibitor Move-out: From 6pm, Wednesday, July 9, 2025
- **Venue:** Songdo ConvensiA (Grand Ballroom Lobby), Incheon, Korea
- **Hosted by:** The International Institute of Acoustics and Vibration (IIAV)
- **Organized by:** Korean Society for Noise and Vibration Engineering (KSNVE)
- **Official Language:** English
- **Website:** www.icsv31.org
- **Exhibition and Sponsorship Secretariat:**
 - Email: sponsors@icsv31.org
 - Tel: +82 2 6245 1124
 - Address: 6F, 215 Baumoe-ro, Seocho-gu, Seoul 06740, Republic of Korea

1.2. Program

Date	Morning	Afternoon	Evening
July 05 (Sat)	Booth Building (by Organizers)		
July 06 (Sun)	Registration, Booth Building	Exhibitor Move-in	
July 07 (Mon)	Registration, Opening Ceremony	Parallel Sessions, Exhibition	Welcome Reception
July 08 (Tue)	Parallel Sessions, Exhibition		IIAV Member Dinner, Young Scholars' Night
July 09 (Wed)	Parallel Sessions, Exhibition		Gala Dinner Exhibitor Move-out
July 10 (Thu)	Parallel Sessions, Exhibition	Closing Ceremony	Booth De-rig

※The schedule is subject to change without prior notice.

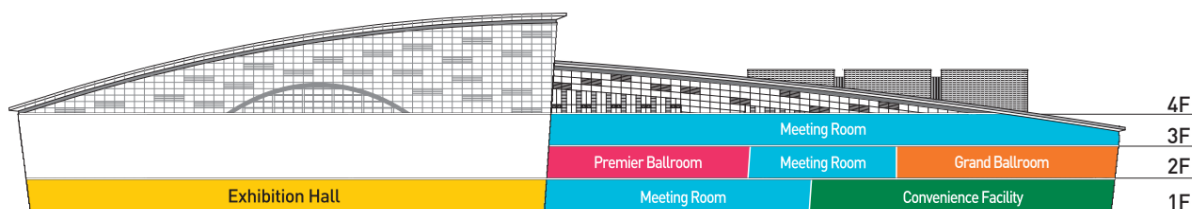
2. Exhibition

Songdo Convensia

123, Central-ro, Yeonsu-gu, Incheon 21998, Republic of Korea

Website: <http://songdoconvensia.visitincheon.or.kr>

Map: <https://goo.gl/maps/dtHf4qhwhAJZtN1a7>



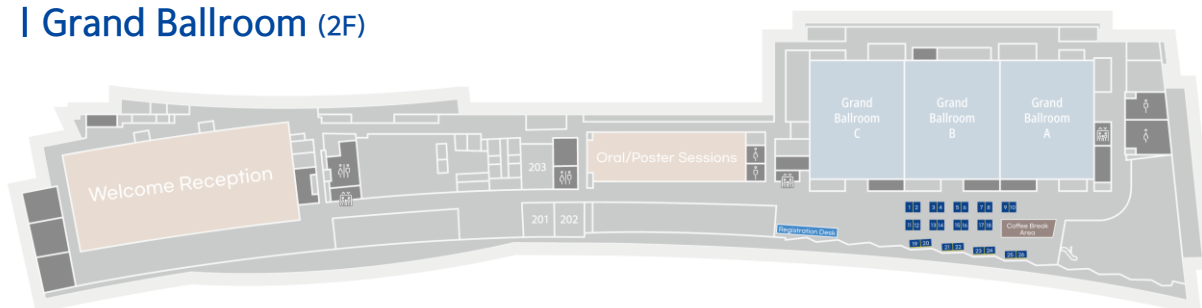
2.1. Exhibition Area

The ICSV31 exhibition will be held in the Grand Ballroom lobby, the central hub for the Opening Ceremony, plenary lectures, lunches, refreshments, and the Closing Ceremony. This prime location will bring together all 1,000 attendees of ICSV31, offering an unparalleled opportunity to engage with your target audience and maximize your outreach.

Location: Grand Ballroom Lobby, 2F, Songdo Convensia

Exhibition Period: Monday-Thursday, July 06-10, 2025

I Grand Ballroom (2F)



What's happening in the grand ballroom?

- Monday, July 07: Opening Ceremony, Plenary Lecture, Lunch, Refreshments
- Tuesday, July 08: Plenary Lecture, Lunch, Refreshments
- Wednesday, July 09: Plenary Lecture, Lunch, Refreshments
- Thursday, July 10: Closing Ceremony, Farewell Reception

2.2. Booth Selection

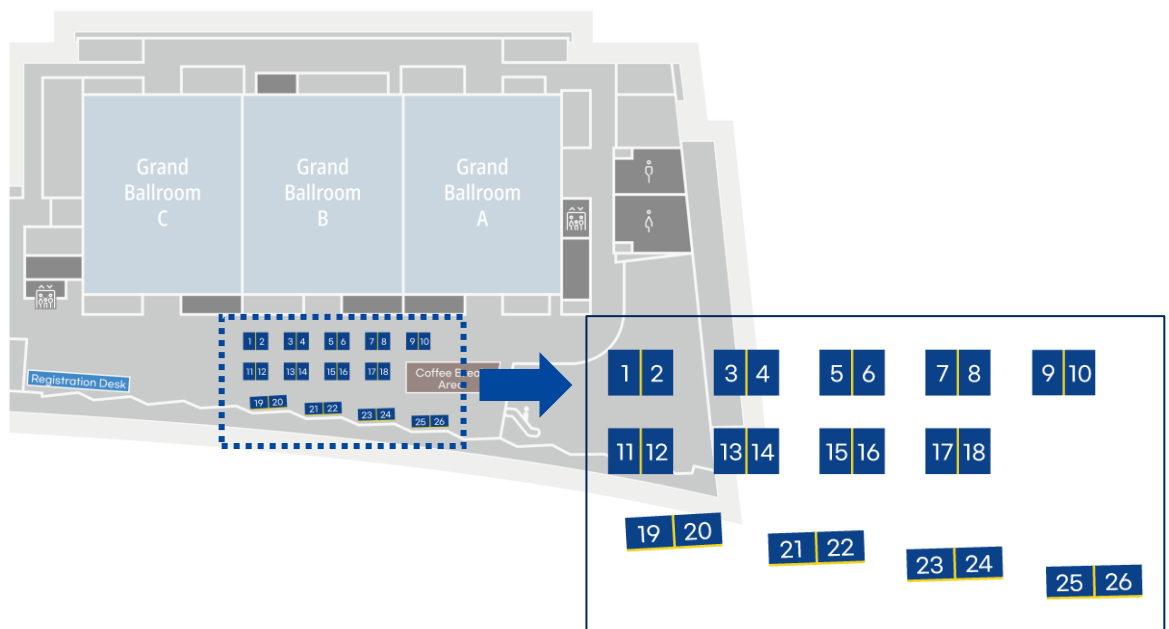
The exhibition area accommodates 26 standard booths (3*2m). We are offering our sponsors and exhibitors an opportunity to select a booth location to best serve their exhibition purpose. Please refer to the booth location below and send your top 3 preferred choices of booth number to the Secretariat at sponsors@icsv31.org at your earliest convenience and by no later than Friday, May 30, 2025.

The booth will be assigned on a first-come first-served basis of your payment completion date, but in addition, sponsors may have the priority according to their sponsorship package benefits.

**The booth plan is subject to change depending on the final number of exhibitors.*

I Booth Plan

- 26 standard booths available
- Standard Booth : 3m (w) * 2m (d) * 2.5m (h) (6m²)
- Large Booth : 6m (w) * 2m (d) * 2.5m (h) (12m²)



* Yellow lines indicate booth walls

- » Grand Ballroom A+B: Opening Ceremony, Plenary Lectures, Closing Ceremony
- » Grand Ballroom C: Lunch, Farewell Reception
- » Grand Ballroom Lobby: Refreshments

2.3. Exhibition Schedule

I Exhibition Hours

Monday, July 07, 2025	09:00 – 17:30
Tuesday, July 08, 2025	09:00 – 17:30
Wednesday, July 09, 2025	09:00 – 17:30
Thursday, July 10, 2025	09:00 – 14:00 *optional

I Set-up and Breakdown

Booth Set-up (by the Secretariat)	
Saturday, July 05, 2025	09:00 – 18:00
Exhibitor Move-in	
Sunday, July 06, 2025	13:00 – 18:00
Exhibitor Move-out (deadline)	
Thursday, July 10, 2025	14:00 – 17:00
Booth De-rig (by the Secretariat)	
Thursday, July 10, 2025	17:00 – 20:00

2.4. Booth Details

I Standard Booth includes:

- Shell scheme approximately 2.5m high partition wall
- Company name board
- 1 electricity socket (220v)
- 1 table and 2 chairs
- 1 information desk
- 1 trash bin
- 3 LED spotlights
- 1 complimentary congress registration.
(equivalent to USD 1,000, in case of early registration)
- 2 complimentary exhibitor passes which provide free access to the exhibition area, lunches, and refreshments.

*Exhibitor Pass DOES NOT allow access to the conference.

I Large Booth includes:

- Shell scheme approximately 2.5m high partition wall
- 2 Company name boards
- 2 electricity socket (220v)
- 1 table and 2 chairs
- 1 information desk
- 1 trash bin
- 6 LED spotlights
- 2 complimentary congress registration (equivalent to USD 1,000, in case of early registration)
- 2 complimentary exhibitor passes which provide free access to the exhibition area, lunches, and refreshments.

*Exhibitor Pass DOES NOT allow access to the conference.

2.5. Booth Add-on and Customization

For booth customization and add-on options, please contact the secretariat at sponsors@icsv31.org.

I Add-on Rental Equipment:

» 50 inch TV/Monitor including Stand	USD 400
» Round Table (75cm in diameter, 75cm tall)	USD 70
» Chair	USD 30
» X-Banner Stand (excluding printouts)	USD 50
» Catalog Stand	USD 80

I Booth Customization (Details on Pg. 9-10)

» Foam Board Back Wall (Standard) with Graphics	2,930 x 2400 mm	USD 1,450
» Foam Board Back Wall (Large) with Graphics	5,900 x 2400 mm	USD 2,450
» Foam Board Side Wall (One-side) with Graphics	1,980 x 2400 mm	USD 1,100
» Graphic Printouts (per unit)	970 x 2392 mm	USD 140
» X-Banner Poster Print including Stand	600 x 1800 mm	USD 100

[Notice] Changing booth exterior such as nailing, painting or gluing the rented materials and/or furnishings are strictly prohibited. Using double-adhesive tape, adhesive stickers or non-removable wallpaper is not allowed. All exhibitors should remove all wallpaper and labels immediately after the end of the event. In the event of damage, the cost per running meter when new shall be charged.

2.6. Booth Design

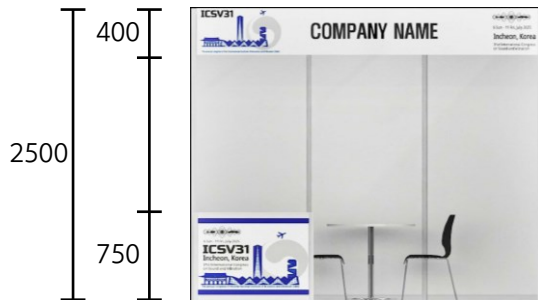
I Standard Booth

- Octanium system structure booth (3m*2m)
- Floor mat (9m²)
- Company name board
- 1 electricity socket (220v)
- 1 table and 2 chairs
- 1 information desk with front print (ICSV31 logo)
- 1 trash bin
- 3 LED spotlights

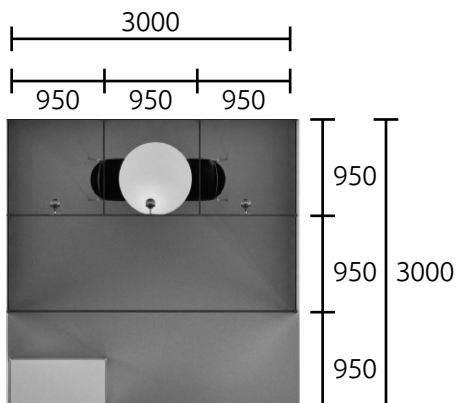


<Standard Booth>

<Front View & Measurements>



<Top View & Measurements>



I Large Booth

- Octanium system structure booth (6m*2m)
- Floor mat (18m²)
- 2 company name boards
- 1 electricity socket (220v)
- 1 table and 2 chairs
- 1 information desk with front print (ICSV31 logo)
- 1 trash bin
- 6 LED spotlights

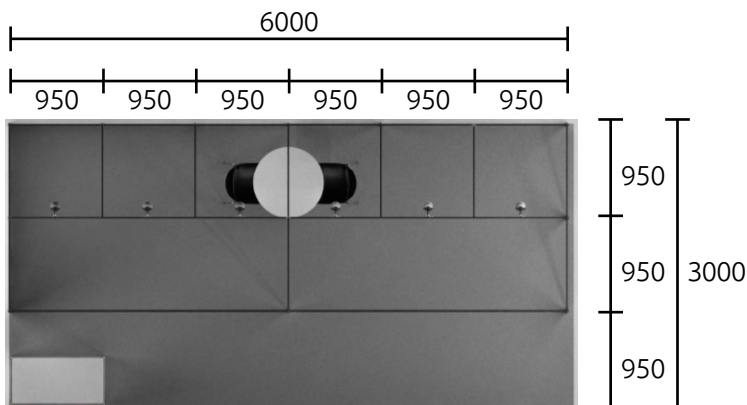
<Large Booth>



<Front View & Measurements>



<Top View & Measurements>



Appendix 1. Booth Customization

We have received several requests for booth customization, especially for the backwall graphic printouts and additional equipment. While wanting to accommodate all the requests as much as possible, there were limits to the basic booth options as we wanted to keep the exhibition fee at a reasonable level. Accordingly, we would like to offer the below customization options for those sponsors and exhibitors who wish to add more character to their booth.

I Graphics Printout

All exhibitors ordering graphics printout for the backwall or the sidewall should provide a ready-for-print graphic file in ai (illustrator), eps, or pdf format to the sponsors@icsv31.org by **no later than Friday, May 30, 2025**.

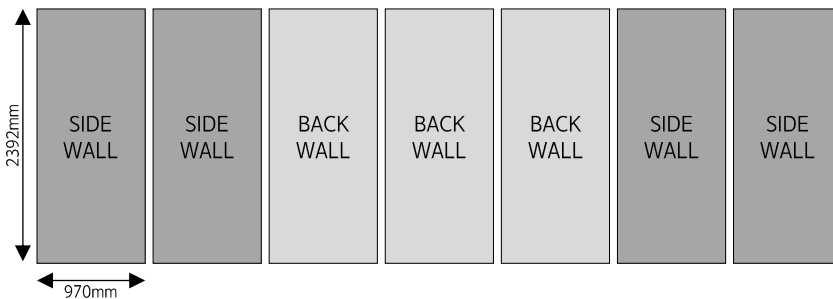
*If you submit your graphics in ai or eps format, please make sure to **create outlines** (all elements converted to vector graphic).

If you submit your graphic file in pdf format, please make sure the file resolution is **300 DPI or more.

**All graphic files should contain separate images to be printed (for example, if you are ordering three graphic printouts, you should send three separate images, each sized 970 x 2392mm). The Secretariat cannot divide the graphics on your behalf.

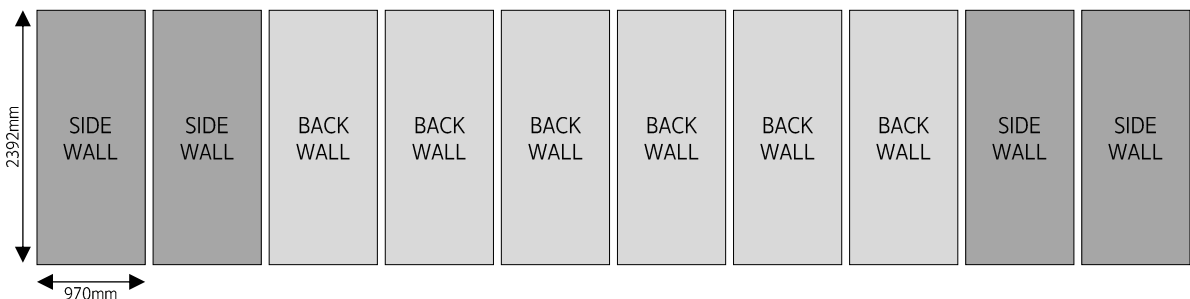
Standard Booth

- » Accommodates up to SEVEN (7) Board Graphic Printouts (970x 2392mm/unit)
 - 3 Printouts on the Back, 4 Internal Side Walls (two on each side)



Large Booth

- » Accommodates up to TEN (10) Board Graphic Printouts (970x 2392mm/unit)
 - 6 Printouts on the Back, 4 Internal Side Walls (two on each side)



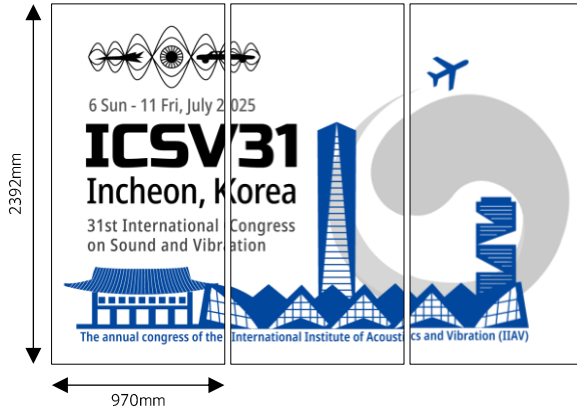
I Foam Board Wall including Installation

Booths have frames on the back and the side walls, and the graphics will be divided into 2, 3, or 6 pieces depending on the booth size. However, if you wish to have one whole printout instead of a divided printout, we recommend that you add the foam board wall to fit your booth size. The foam board wall will be installed on the frame.

<Basic Frame>

- Graphics are separated by frames

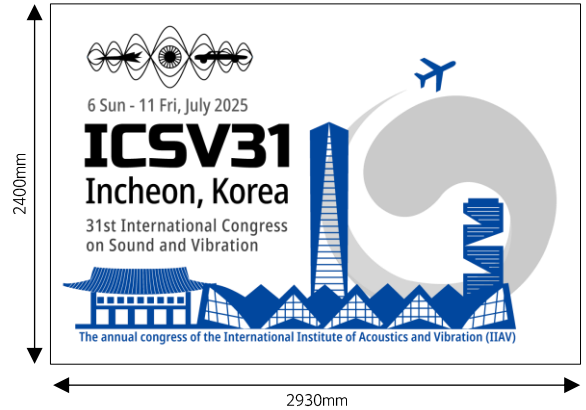
(Example. Standard Booth)



<Foam Board Wall>

- Graphics are shown as one whole image

(Example. Standard Booth)



- | | | |
|---|-----------------|-----------|
| » Foam Board Back Wall (Standard) with Graphics | 2,930 x 2400 mm | USD 1,450 |
| » Foam Board Back Wall (Large) with Graphics | 5,900 x 2400 mm | USD 2,450 |
| » Foam Board Side Wall (One-side) with Graphics | 1,980 x 2400 mm | USD 1,100 |

Appendix 2. Logistics and Utilities

If you need any guide on our official logistics partner or require additional utilities such as electricity or internet, please contact the secretariat at sponsors@icsv31.org.