

ISLB 2025 Exhibitor Manual

November 1-3, 2025 | Orlando, USA

Updated: 18 August 2025



Table of Contents



7TH ANNUAL CONGRESS
Liquid Biopsy
November 1 - 3, 2025 | Orlando, USA

ISLB 2025 Secretariat:
International Conference Services Ltd.
555 Burrard Street Vancouver, BC Canada V7X 1M8
Email: islb-fulfillment@icsevents.com

[Event Summary](#)

[Contact Information](#)

[Exhibition Schedule](#)

[Deadlines](#)

[Show Service Orders & Deadlines](#)

[Exhibit Space Setup](#)

[Standard Exhibit Space Package](#)

[Custom Booth Design](#)

[Add-Ons](#)

[Lead Retrieval](#)

[Catering](#)

[AV, Electricity & Lighting](#)

[Internet](#)

[Move-In Logistics](#)

[Material Handling and Advance
Warehouse Shipping](#)

[Show Site Shipments](#)

[Use of the Loading Dock](#)

[Delivery by Hand](#)

[Exhibition Hall Rules & Regulations](#)

[Non-Smoking Venue](#)

[Move-in Times & Access](#)

[Safety](#)

[Construction Limitations](#)

[Booth Height & Rigging](#)

[Carpet & Flooring](#)

[Security](#)

[Move-out and Removal](#)

[Announcements/Messages](#)

[Floorplan](#)

[Liability Insurance](#)

[Exhibit Staff Registration & Badges](#)

[Accommodation](#)

[Advertisements, Sales Activities and
Presentations](#)

[Giveaways](#)

Event Summary

Summary

Date: November 1-3, 2025
Location: Orlando, USA
Venue: Doubletree by Hilton Orlando at Seaworld
Room: Majestic Ballroom, Ground Floor
Website: <https://2025.islb.info>

Purpose & Host

The International Society of Liquid Biopsy (ISLB) is the first international professional organization committed to the improvement and implementation of liquid biopsies in clinical routine practice and the promotion of a multidisciplinary approach for the diagnosis and treatment of cancer patients based on the use of liquid biopsies.

The Annual Congress is more than just a meeting; it is a platform for groundbreaking discussions, unparalleled networking opportunities, and the exchange of transformative ideas. We are preparing a robust scientific program featuring leading experts, cutting-edge research, and interactive sessions designed to foster collaboration across disciplines.



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[RETURN TO TABLE OF CONTENTS](#)

Contact Information



7TH ANNUAL CONGRESS
Liquid Biopsy
November 1 - 3, 2025 | Orlando, USA

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ISLB 2025 Secretariat

Franny Glaser
Sponsorship & Exhibit Fulfillment
islb-fulfillment@icsevents.com

Chelsea Prangnell
Sponsorship & Exhibit Sales
islb-sponsorship@icsevents.com

Alex Hill
Registration & Housing
islb-registration@icsevents.com

General Show Services

Alliance Nationwide Exposition
ExhibitorAssistance@alliance-exposition.com

Catering Services

Doubletree by Hilton Orlando
Sheilia Maloy
smaloy@doubletreeorlandosw.com

AV Services

Encore
Josh Hartmann
joshua.hartman@encoreglobal.com

Internet Services

Xpoddigital
dtsw@xpodigital.com

[RETURN TO TABLE OF CONTENTS](#)

Exhibition Schedule



7TH ANNUAL CONGRESS
Liquid Biopsy
 November 1 - 3, 2025 | Orlando, USA

ISLB 2025 Secretariat:
 International Conference Services Ltd.
 555 Burrard Street Vancouver, BC Canada V7X 1M8
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	Date	Time
Exhibitor Move-In ¹	Friday, October 31	12:00 – 18:00
	Saturday, November 1	08:00 – 10:00
Exhibition Show Hours ^{2, 3, 4}	Saturday, November 1	10:00 – 16:00 18:00 – 19:30 (Welcome Reception)
	Sunday, November 2	10:00 – 16:00
	Monday, November 3	08:30 – 10:30
Poster Sessions & Breaks in the Exhibit Hall ³	Saturday, November 1	11:15 – 12:15 15:15 – 15:45 18:00 – 19:30 (Welcome Reception)
	Sunday, November 2	10:45 – 11:45 14:45 – 15:15
	Monday, November 3	09:00 – 10:00
Exhibitor Move-Out	Monday, November 3	10:30 – 14:00

¹ All exhibit booths must be show ready by November 1 at 10:00 to allow opening for the first day of exhibition

² The Welcome Reception will take place in the Exhibit Hall on November 1 from 18:00-19:30.

³ All exhibits are required to be staffed during the Welcome Reception, Exhibition Show Hours and Breaks in the Exhibit Hall – no exceptions. View the [Program at a Glance HERE](#).

⁴ All exhibitors will have access to the Exhibit Hall 30 minutes before and 30 minutes after Show Hours.

[RETURN TO TABLE OF CONTENTS](#)

Deadlines



7TH ANNUAL CONGRESS
Liquid Biopsy
 November 1 - 3, 2025 | Orlando, USA

ISLB 2025 Secretariat:
 International Conference Services Ltd.
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	Mandatory Forms	Return to	Due Date
☐	Logo, Company Bio	Fulfillment Manager	September 9, 2025
☐	Approval for custom-built booth	Fulfillment Manager	September 9, 2025
☐	Exhibit Staff Registration	Fulfillment Manager	September 15, 2025
☐	Accommodation	Housing Manager	September 15, 2025
☐	Certificate of Insurance (mandatory)	Fulfillment Manager	October 10, 2025

	Other Exhibitor Services	Return to	Due Date
☐	Booth Entertainment Request	Fulfillment Manager	October 10, 2025
☐	Giveaway Request	Fulfillment Manager	October 10, 2025
☐	Lead Retrieval	Fulfillment Manager	October 10, 2025
☐	Internet Order Deadline	Xpoddigital	October 10, 2025
☐	Catering Order – Menu Selections	Doubletree by Hilton	October 10, 2025
☐	Electrical & AV Orders	Encore	October 17, 2025
☐	Catering Order – Final Guarantee	Doubletree by Hilton	October 27, 2025

[RETURN TO TABLE OF CONTENTS](#)

Show Service Orders & Deadlines



7TH ANNUAL CONGRESS
Liquid Biopsy
November 1 - 3, 2025 | Orlando, USA

ISLB 2025 Secretariat:
International Conference Services Ltd.
555 Burrard Street Vancouver, BC Canada V7X 1M8
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General Show Services

Alliance Nationwide Exposition

ExhibitorAssistance@alliance-exposition.com

Please see [Quick Facts HERE](#) with regards to Exhibitor Services and access to the [Alliance OnLine Exhibitor Portal](#). Specifics such as pricing and ordering capabilities will require you to log in to view.

All exhibitors will receive an initial login email from Alliance. If you are a new user, you'll be prompted to create new password. If you are an existing user, you can use the password you have used in the past.

	Deadlines	Return to	Due Date
☐	Advance Warehouse open for Shipment Receiving	Alliance Exposition	October 1, 2025
☐	Show Service Advance Order Discount Deadline	Alliance Exposition	October 3, 2025
☐	Booth Option Deadline	Alliance Exposition	October 17, 2025
☐	Advance Shipment Deadline	Alliance Exposition	October 24, 2025
☐	Earliest Show Site Shipping Date	Alliance Exposition	October 31, 2025
☐	Outbound Bill of Landing Deadline	Alliance Exposition	November 3, 2025

[RETURN TO TABLE OF CONTENTS](#)

Exhibit Space Setup



a. Standard Exhibit Space Package

Each regular exhibit space rental unit includes the following:

- Floor space as assigned
- Pipe & drape booth (8' backwall, 3' side walls) in black
- Booth Header panel with company name
- Carpet
- 1 black 6' draped table, 2 chairs, 1 wastebasket

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

The company logo can be printed on the fascia at exhibitors' own expense, this can be ordered from Alliance Nationwide Exposition.

Note: tabletops include only 1 table and 2 chairs, they don't include back & side drape walls

Exhibit Space Setup



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b. Custom Booth Design

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

Custom exhibition space is rented to the exhibitor without any prefabricated wall installations, furniture, internet connection, carpet, electricity, labor, shipping or any other technical supplies or facilities. It is the responsibility of the exhibitor to take care of the set-up, installation and dismantling of their booth. Electricity, cleaning, and other services can be ordered through the forms provided by the official show service provider Alliance Nationwide Exposition.

The layout, with measurements and building material specifications, needs to be submitted in detailed drawings to the ISLB 2025 Secretariat. If exhibit plans are revised after approval has been send, the revised plans need to be re-submitted for approval as soon as possible. Please allow enough time for exhibit construction approval. Deadline for the submission of booth layout for custom-built booth is **September 9, 2025**.

[RETURN TO TABLE OF CONTENTS](#)

Add-Ons



7TH ANNUAL CONGRESS
Liquid Biopsy
November 1 - 3, 2025 | Orlando, USA

ISLB 2025 Secretariat:
International Conference Services Ltd.
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a. Lead Retrieval

Option 1: Lead Retrieval via the Congress Mobile App

Within the 'Meeting Hub' function in the Congress Mobile app you have the option of connecting with all attendees. However, you will only be able to see the full name, organization and email address if attendees have opted in to sharing this information with other app users. This option is free of charge.

Option 2: Lead Retrieval via the Lead Retrieval App

You will receive the separate login for the lead retrieval app. With the camera of your phone, you are scanning the attendee badges and get the following information: Name, Position, Country and Email Address. In the backend, you are able to set up qualifier questions for attendees to answer, that appear on your mobile device after an attendee badge has been scanned. This option is available at additional charge of USD 250. Please confirm your order by October 10, 2025.

Payment must be completed by credit card and full payment is due prior to the event.

b. Catering

The Doubletree by Hilton Orlando at Seaworld is the exclusive Caterer for ISLB 2025. Download the Catering Menu [HERE](#). Menu selections are due on October 3 and final counts are due on October 27.

[RETURN TO TABLE OF CONTENTS](#)

Add-Ons



ISLB 2025 Secretariat:
International Conference Services Ltd.
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Email: islb-fulfillment@icsevents.com

c. AV, Electricity & Lighting

The exclusive AV Provider for ISLB 2025 is Encore. See [HERE](#) directions on how to place orders, as well as the direct link to the [ORDER PAGE](#). Deadline to order AV items is October 17, Electrical can be ordered up until the Congress.

In order to receive a 20% discount on the booth order during checkout, please use PROMO CODE: **ENISLB20**.

Exhibitors are required to list their booth number while placing their order. If you do not know your booth number yet, no worries, you can still submit an order without listing the booth number.

d. Internet

WIFI at the Doubletree by Hilton Orlando will be available to Congress attendees. Should you require a dedicated WIFI Network or a hardwired internet connection to your booth, please reach out to Xpoddigital at dtsw@xpoddigital.com. You can view the Internet Order Form [HERE](#).

[RETURN TO TABLE OF CONTENTS](#)

Move-In Logistics



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a. Material Handling and Advance Warehouse Shipping

It is recommended to ship all exhibit materials to the Alliance Exposition advanced warehouse. Shipping to the warehouse will ensure that materials are in the booth space for exhibitor set up. The warehouse deadline date has been extended for receiving to Friday, October 24, 2025. The standard warehouse material handling charge will be honored for all shipments received by this date.

See the official Advance Warehouse Shipping Label in the [Alliance OnLine Exhibitor Portal](#) under the section 'Shipping & Material Handling'.

The ISLB 2025 Secretariat cannot be responsible for any delayed or lost shipments.

b. Show Site Shipments

Please note that ISLB is not accepting packages on behalf of the exhibitors, if shipped directly to the venue. **Any shipments sent directly to the facility will be required to be handled by Alliance Nationwide Exposition Company.**

See the official Show Site Shipping Label in the [Alliance OnLine Exhibitor Portal](#) under the section 'Shipping & Material Handling'.

Move-In Logistics



7TH ANNUAL CONGRESS
Liquid Biopsy
November 1 - 3, 2025 | Orlando, USA

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c. Use of the Loading Dock

Should you decide to not take advantage of advanced materials handling, you can access the loading docks on ground level of the Conference Center with a truck or car. The loading dock is exclusively managed by Alliance. Exhibitors must contact Alliance in advance to book any required services or equipment, including unloading/loading assistance.

d. Delivery by 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 dock for your move-in. If this is the case, you may enter through the Main Entrance with materials in hand. The use of wheeled carts or dollies is prohibited by exhibitors.



[RETURN TO TABLE OF CONTENTS](#)

Exhibition Hall Rules & Regulations



a. Non-Smoking Venue

Smoking is prohibited in the Exhibition Hall and the Doubletree by Hilton Orlando at Seaworld.

b. Move-in Times & Access

Move-in times must be adhered to and will be enforced. The exhibition hall will be closed in the evenings, during which time no one will have access to the hall. The exhibitor must complete exhibit construction within the given move-in timeframe, which is specified in the Exhibition Schedule above.

Any exhibitor who has not commenced exhibit construction/decoration one hour prior to event opening, is subject to removal by the ISLB 2025 Secretariat at its own discretion. Moreover, the exhibitor is then liable to ISLB 2025 for the agreed exhibit rental fee. The exhibitor is not entitled to damage claims.

Exhibition Hall Rules & Regulations



7TH ANNUAL CONGRESS
Liquid Biopsy
November 1 - 3, 2025 | Orlando, USA

ISLB 2025 Secretariat:
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c. Safety

All exhibits must comply with all regulations established by the safety authorities. All materials used for decorating must be fire resistant. The ISLB 2025 Secretariat, Doubletree by Hilton Orlando at Seaworld and/or local authorities can enforce an order of dismantling of booths and exhibits that have not been approved or do not follow the regulations. Frequent inspections will be held during the exhibition period. Please adhere to the regulations strictly, for safety purposes.

No one under the age of 16 years may be allowed in the exhibit area during move-in/out. During move-in/out, exhibit halls and loading dock areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.

Exhibition Hall Rules & Regulations



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d. Construction Limitations

The exhibitor and their affiliates are liable for any damage they cause to building, floors, walls, columns, and to standard exhibit equipment. Application of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors and walls or to standard exhibit equipment is strictly prohibited. Any damages made by an Exhibitor and/or their affiliates will require compensation for the cost of recovering any damaged facilities to the original state. Under no circumstances may the weight of any equipment or exhibit material exceed the maximum floor load weight of the exhibit hall. The exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure, knowingly or otherwise, to distribute the load of his exhibit material to conform to maximum floor loading specifications. Any vehicles that are brought in the exhibit hall have-to-have plastic covering the floor under them.

The arrangement of displayed items or structures shall not disturb other booths or hinder passage of visitors. Displayed items should not create inconveniences to visitors and be kept at least 1' (30cm) away from the exhibit space line. If exhibitors fail to conform to this rule, the secretariat office may demand those items be relocated. This restriction is designed to give an equal opportunity to every exhibitor in terms of space and visibility.

Exhibition Hall Rules & Regulations



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d. Construction Limitations

Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. At the exhibitor's expense, empty crates, etc. will be picked up, stored and returned to each exhibit space after the event.

Unfinished portions of pop-up displays must be covered. Exposed sides and backwalls (pop-up framework, raw wood, cardboard wings) of all booths must be painted or appropriately covered in a neutral color (white or grey) if visible from another booth, without visible technical materials.

Custom exhibit equipment is to be pre-manufactured outside the area beforehand. Only assembled equipment is allowed inside. Electrical tools such as compressors, welders, electrical saws, electrical grinders, and electrical planes are not allowed to be used inside the hall. No open flames or haze machines are allowed in the exhibit hall. Painting besides finishing is not allowed inside the hall (fire prevention safety rule). Due to electricity lines under the floor, exhibitors must be careful not to spill water or wash the floor with water.

Exhibition Hall Rules & Regulations



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e. Booth Height & Rigging

All peninsula, corner and standard exhibit spaces must be separated from the neighboring stand by means of a separation wall. This separation wall must be 8 ft , white on the outside, without visible technical material, and well finished on all sides. Permission to build over 2.50m must be requested.

Riggin is **not** allowed at ISLB 2025.

f. Carpet & Flooring

Majestic Ballroom at Doubletree by Hilton Orlando at Seaworld is carpeted.

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.

Exhibition Hall Rules & Regulations



g. Security

The Exhibition Hall and Conference Center will be locked at night. **Although 24-hour security patrols the entire hotel, the ultimate responsibility for displayed exhibits and equipment lies with the individual exhibitor.** Exhibitors must secure, at their own expense, appropriate liability/loss insurance at all times. Exhibitors will not be allowed to enter the Exhibit Hall during non-show hours without the ISLB 2025 Secretariat's consent. The Secretariat and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies at all times.

Exhibitors should take necessary safety measures prior to using dangerous equipment or parts during the show, to prevent accidents. Each exhibitor is responsible for the maintenance and safety of their equipment.

First-aid assistance is available throughout the move-in, move-out and live event hours. If you require first aid, please contact a member of staff.

Exhibition Hall Rules & Regulations



7TH ANNUAL CONGRESS
Liquid Biopsy
November 1 - 3, 2025 | Orlando, USA

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h. Move-out and Removal

Dismantling of exhibit construction and décor may only commence on the last day of the event after the end of the event. The ISLB 2025 Secretariat reserves the right to charge the exhibitor a contract penalty fee if this clause is violated. The exhibit space must be left in its original condition not later than outlined in the Exhibition Schedule.

After the exhibition, when the subcontractors remove the furniture, exhibitors should pay attention not to leave behind any belonging in the drawers and the shelves. The ISLB 2025 Secretariat does not take responsibility for any damage or loss. All exhibitors and subcontractors must return equipment and tools that are leased from ISLB 2025.

Outbound shipping can be ordered with Alliance Nationwide Exposition, or you can bring the packages to the UPS Store at the Convention Center.

i. Announcements/Messages

Announcements will not be permitted during the show.

Floorplan

The Floor Plan is a “working draft” and changes may be made up until one (1) week prior to the event. Every effort has been made to ensure the accuracy of all information contained on the Floor Plan. However, no warranties, either expressed or implied are made with respect to the Floor Plan. It is the sole responsibility of the exhibitor to verify all dimensions and locations. This includes the location of building columns, utilities or other architectural components of the facility.

“Freight-Free” aisles may be shown on the Floor Plan and will be strictly enforced due to logistic and safety reasons.

For an up-to-date Exhibit Floor Plan, please click [HERE](#).



Liability Insurance

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

ISLB 2025 requires all exhibitors to provide proof that liability insurance with a minimum of **USD 2,000,000 for each accident or occurrence limit** of liability is in place for the duration of the event and must be provided to the ISLB 2025 Secretariat no later than **October 10, 2025**. In case the exhibitor receives the invoice after October 10, the exhibitor is required to provide the certificate of insurance as soon as possible and **prior to move-in**. Full coverage must be in effect for the event for which a contract exists.

Interest Insured: Commercial General Liability

- Inclusive Limit
- Covering Third Party Bodily Injury and Property Damage
- Including Non-Owned Automobile, if necessary
- Including Host Liquor Liability, if necessary
- Including Cross Liability Clause

Additional insured to be named:

- International Conference Services Ltd.
- International Society of Liquid Biopsy (ISLB)
- Doubletree by Hilton Orlando at Seaworld



7TH ANNUAL CONGRESS
Liquid Biopsy
November 1 - 3, 2025 | Orlando, USA

ISLB 2025 Secretariat:
International Conference Services Ltd.
555 Burrard Street Vancouver, BC Canada V7X 1M8
Email: islb-fulfillment@icsevents.com

[RETURN TO TABLE OF CONTENTS](#)

Exhibit Staff Registration & Badges



7TH ANNUAL CONGRESS
Liquid Biopsy
November 1 - 3, 2025 | Orlando, USA

Each exhibiting organization receives one (1) complimentary Congress Registration for a Single Booth and three (3) complimentary Congress Registrations for a Double Booth purchased in the event. Additional badges with full access can be purchased at USD 530 each. Additional Exhibitor Registrations with exhibit hall access only can be purchased at USD 290.

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

- Access to all Scientific Sessions (Except ticketed sessions)
- Access to Poster & Exhibit Hall
- Congress Program & Materials
- Networking Breaks in the Exhibit Hall
- Welcome Reception in the Exhibit Hall

An email with registration information will be sent to each exhibitor. Please refer to the email for instructions and [the link to register](#). Exhibitors may collect their badges on-site at the Registration Desk.

Accommodation



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Accommodation can be booked at time of registration. The ISLB 2025 Secretariat (International Conference Services Ltd.) is the official housing bureau for ISLB 2025 and will help with the coordination of housing requirements for the Conference. We have negotiated special room rates at the [Doubletree by Hilton Orlando at Seaworld](#). Special rates and added complimentary amenities are only available to delegates who book through the official housing bureau.

If you have a group of 10 or more that you would like to register or book accommodation for, please contact us at islb-registration@icsevents.com.

WARNING: *We are aware that illegitimate companies are targeting our exhibitors, calling to 'offer' to set you up with accommodation. These companies are often fraudulent. Please note that they are not affiliated with us and that the only way to register & book accommodation will be only through the Congress website, with the dedicated link sent to you.*

Note: Although the ISLB and the housing bureau will do their due diligence and negotiate the lowest possible group rates, we cannot predict future specials hosted by competing hotels. However, we urge all sponsors, exhibitors and delegates to support the Conference and book through the official housing bureau. The success of the Conference and the supporting associations depends on you using the contracted hotels.

The ISLB 2025 Secretariat and its supporting organizations cannot meet the contracted room obligations if sponsors, exhibitors and delegates book outside the official housing bureau. Rooms that are not filled because of that create an expense for the Conference in form of financial penalties (attrition charges) and place the financial success of the Congress at risk, which increases with each delegate, exhibitor and sponsor not booking through the official housing bureau.

[RETURN TO TABLE OF CONTENTS](#)

Advertisements, Sales Activities and Presentations



The exhibitor agrees to confine all products/ service demonstrations and other sales activities to the limits of the contracted exhibit space and within the maximum height set. Distribution of any material is likewise limited to the confines of their exhibit space. Exceptions may be given by the ISLB 2025 Secretariat prior to show opening in writing.

The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written permission of the ISLB 2025 Secretariat. The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - requires advanced written approval as well. Noisy demonstrations may be restricted or prohibited after permission if such demonstrations are considered a disruption of the general order of the event. Approval must be requested completing the Booth Entertainment Request Form. **Please contact us by October 10, 2025 at islb-fulfillment@icsevents.com to receive the form.**

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

Giveaways

Giveaways should be educational in nature and must be pre-approved. Distribution of pre-approved educational material is limited to contracted exhibit space only. It is recommended to await approval from the ISLB 2025 Secretariat prior to production and shipment of any congress-related giveaways. Permission to hand out Giveaways may be restricted or prohibited after permission if such giveaway is considered a disruption of the general order of the event. Approval must be requested by filling out the [Giveaway Request Form](#). **Please contact us by October 10, 2025 at islb-fulfillment@icsevents.com to receive the form.**



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[RETURN TO TABLE OF CONTENTS](#)