



EXHIBITOR MANUAL

An integral part of the **STANDARD SPONSORSHIP AGREEMENT**

34TH WORLD CONGRESS



OCTOBER 15-17, 2026

October 15-17, 2026
Windsor Convention Center & Hotels
Rio de Janeiro





DEAR EXHIBITOR,

We are pleased to welcome your company as an EXHIBITOR at the **34th WORLD CONGRESS – INTERNATIONAL SOCIETY OF HAIR RESTORATION SURGERY**, to be held from **October 15 to 17, 2026**, at **Windsor Convention Center & Hotels**. These regulations have been drawn up to assist you in all the necessary steps relating to your participation in this event, establishing the rights and duties of both parties. It contains the rules, technical and operational guidelines relating to the Event's assembly, realization and disassembly periods, which must be respected by everyone: the promoter, exhibitors, their employees and contractors. Please note that the deadlines for sending in completed forms and project information must be strictly observed.

Ignorance of the established rules does not exempt the EXHIBITOR and its contractors from the penalties, fines, sanctions and responsibilities provided for in this Manual and in the contract signed with the PROMOTER of the event. Failure by the EXHIBITOR to comply with the deadlines and other instructions set out herein will automatically exempt the PROMOTER from any liability for problems or losses that may arise for the EXHIBITOR during the assembly, realization and disassembly periods. The PROMOTER reserves the right to alter, reformulate and/or create rules or standards at any time that are necessary for the smooth running of the event, provided that the EXHIBITOR is notified of any alteration, reformulation and/or creation of new rules or standards. The website: <https://34thannual.org/> has all the information related to the event, where EXHIBITORS can keep up to date with news and obtain advance information that may be useful for their participation during the congress.

We would like to thank you for your participation and we are entirely at your disposal to answer any questions you may have and to guide you, in order to guarantee quality and success at all stages of the event.

A good event to all!





OFFICIAL CONTACTS

VENUE

WINDSOR CONVENTION CENTER & HOTELS

Address: R. Martinho de Mesquita, 129 - Barra da Tijuca

Zip code: 22620-220 | Rio de Janeiro - RJ

<https://windsorhoteis.com/ev/centro-de-conven-es>



ORGANIZATION

ISHRS 34TH WORLD CONGRESS IN HAIR TRANSPLANTATION – RIO DE JANEIRO

E-mail: info@ishrs.org

Address: 675 Tollgate Rd., Suite G, · Elgin · IL 60123 USA

Tel: +1-630-262-5399

<https://ishrs.org/about/>



OFFICIAL ASSEMBLER

OM GROUP

Contact: Raquel Page

Email: raquel.page@omeventos.com.br

Phone / WhatsApp: +55 21 97374-1815



INTERNATIONAL FREIGHT

ML INTERNATIONAL

Contact: Mark Lopata

Email: info@mlintl.net

Phone: +1-630-355-5911



TRAVEL AGENCY

BLUMAR CONGRESSOS E EVENTOS

Phone/Whatsapp: (+ 55 21) 99114 4780

Website: <https://eventos.blumar.com.br/ishrs/transfer>

Email: ishrs2026@blumar.com.br

To receive the discounted ISHRS hotel rate, please do not contact the hotel directly. All reservations must be made through our official travel partner, Blumar.



PROFESSIONAL CONGRESS ORGANIZER

INTEREVENT

Contact: Erica Bohmgahrem

Email: ishrs2026@interevent.com.br

Phone / WhatsApp: +55 21 96735-5920



SCHEDULE

ASSEMBLY AND DISASSEMBLY SCHEDULE - AREA				
DATE	DAY WEEK	DESCRIPTION	HOME	END
Oct 14, 2026	WEDNESDAY	EXHIBITOR SET-UP	2:00PM	7:00PM
Oct 14, 2026	WEDNESDAY	DISPLAY DECORATION AND STORAGE EXHIBITION CLEANING	7:00PM	9:00PM
EVENT				
Oct 15, 2026	THURSDAY	EVENT	8:00AM	7:30PM
Oct 16, 2026	FRIDAY	EVENT	10:00A M	5:00PM
Oct 17, 2026	SATURDAY	EVENT	8:30AM	3:15PM
DISASSEMBLY				
Oct 17, 2026	SATURDAY	DISASSEMBLY	3:15PM	9:00PM
EXHIBITOR SERVICE - CAEX (EXHIBITOR SERVICE CENTER)				
Withdrawal of credentials, new requests, information and clarifications, logistics and services				
DAY AND TIME	OCTOBER 14, 2026		2:00PM	7:00PM
DAY AND TIME	OCTOBER 15-17, 2026		8:00AM	5:00PM

IMPORTANT INFORMATION:

- To start setting up the stand, the ART/RRT for each stand and the project must be submitted. The document must be submitted together with the project by September 1, 2026
- All stands must be completely finished by 7pm on October 14, 2026. Companies that fail to meet the schedule will be subject to a fine.

Exhibitors who do not use the Official Assembler must submit the project with perspective, floor plan with measurements and description for approval by September 01, 2026.

SCHEDULE

	DESCRIPTION	DEADLINE
01	Booth Assignment Date. Notification of exhibit booth number assignment by e-mail.	July 31, 2026
02	Exhibitor Service Portal Information sent to exhibitors	July 31, 2026
03	Last day for early bird booth rate. The booth fee increases after this date	July 31, 2026
07	Sending the stand design the Organization with ART / RRT raquel.page@omeventos.com.br	August 5, 2026
04	Final payment due on booth personnel badge fees	August 28, 2026
05	Last day to cancel booths for a partial refund	August 28, 2026
06	Last day to apply for an exhibit booth	August 28, 2026
08	Submit the "Exhibitor credential request" form	September 1, 2026
09	Sending the form "Request for credentials for the Assembly team	September 1, 2026
10	Last day to make a substitution or cancel with refund on the in-person fee(s) for your exhibit personnel. After this date USD \$100 penalty fee will apply for each badge	September 30, 2026

Hours are preliminary and subject to change. Exhibits must NOT be disturbed, dismantled or removed before 3:15PM on Saturday, October 17, 2026. All exhibit materials must be removed from the exhibit area by 9:00PM on Saturday, October 17, 2026.

BOOTH FEES

All booths are 2-meter-deep x 3-meter-wide (6 m²) or multiples thereof.

Early Bird Rate (through July 31, 2026): \$3,850 USD*

Regular Rate (after July 31, 2026): \$4,150 USD*

*Each exhibitor is required by the Brazilian government to provide specific documentation to operate legally at the Convention Center.

This process will be coordinated by Interevent, the ISHRS's Professional Congress Organizer.

2 GENERAL PROVISIONS

2.1 RESPONSIBILITY

The Organizing Committee, Windsor Convention Center & Hotels and the Official Assembler of the event are not responsible for any damage or loss caused to people or products exhibited before, during or after the event, including theft, deficiencies or interruptions in the supply of electricity, water or accidents of any kind. Minors under **the age of 18 will** not be allowed to work or **enter the premises of the event, nor will they be allowed to wear shorts or flip-flops.**

2.2 INSURANCE

Exhibitors' stands, goods or products and staff are not covered by insurance, which is the sole responsibility of the Exhibitors.

It is recommended by the Organizing Committee and the event's operational manager that Exhibitors take out insurance against any damage caused inside the stand, damage to goods and damage to people that may occur inside the stand. Under no circumstances will the Organizing Committee and the event's operational manager be held responsible for any losses, loss of profits, damage and/or loss of any kind that may occur to exhibited products or personnel on duty, including those resulting from rain, wind, lightning, infiltration, power outages, crowd panic, short circuits, fire, structural faults in the building, its poor upkeep and reasons of force majeure. These damages must be covered by insurance taken out directly by the exhibitor, i.e. the Exhibiting company must provide its own insurance against any and all risks.

Exhibitors shall carry comprehensive liability coverage, including premises operations and contractual liability coverage of at least \$1,000,000 USD for personal injury liability, \$1,000,000 USD for property damage liability, and statutory workers' compensation with employer's liability with a limit of at least \$100,000 USD. Exhibitors shall furnish certificates of insurance if requested by the ISHRS.

2.3 LATE PAYMENTS

Exhibitors who are in arrears with any contractual installment of the sublease of space not be released by the event organizers. They will be obliged to immediately remedy their commitments to ISHRS in order to obtain the release of the area for setting up their stands by **October 1, 2026**. Without this proof, their participation in the event will be canceled.

2.4 FILLING IN AND SENDING THE FORM

The instructions on the attached forms must be followed and the deadline adhered to. Failure to comply with the deadlines set for sending in the information or other requirements contained in these regulations shall exempt the event organizers from any liability for damage that may be caused to the Exhibitor and its agents.

2 GENERAL PROVISIONS

2.5 GENERAL ACCREDITATION RULES

All exhibit personnel (exhibit representatives) must be approved in advance of the show. All names of exhibit personnel must be submitted by September 30, 2026, via the Registration System. No exhibitor will be admitted to the exhibit area without an exhibitor's badge and ribbon. Each exhibiting company is allowed up to four (4) exhibit personnel badges per exhibit booth and must pay the USD \$450 Booth Personnel Badge Fee per exhibit representative (1 badge is included in the booth fee). If your booth personnel badge names are not received by September 30, 2026, you will be subject to a USD \$100.00 late fee for each badge. All exhibitor personnel must wear the official ISHRS exhibitor's badge for admission to and while in the exhibit area. Company badges will not be accepted in lieu of the official ISHRS badge. Individuals who do not have badges will not be permitted into the exhibit area.

Additional Booth Personnel Badges:

Your booth purchase includes one (1) exhibit badge for each 2'x3' booth. Up to three (3) additional exhibit badges may be purchased for each 2'x3' booth at \$450 USD per badge. A maximum of (4) total badges is allowed per 2'x3' booth.

Exhibitors are not permitted to attend the General Sessions. Those wishing to attend the General Sessions as an attendee or faculty must register under the appropriate attendee category.

2.6 RULES FOR PROMOTIONAL ACTIONS

- Gifts, samples, leaflets and catalogs may only be distributed inside the stand.
- Exhibitors are prohibited from conducting any activities on the outside grounds, parking area, or elsewhere at the Windsor Convention Center & Hotels. Exhibitors are required to always keep the assigned exhibit booth in good order. Exhibitors may not place anything in the aisles during open hours. Exhibit representatives must promote their products/ services from inside their exhibit booth only and may not linger in the aisles to pull in customers.
- The installation of inflatables of any type, shape or size, the placing or affixing of banners, panels, decorative motifs or carpets outside the stand areas will not be permitted.
- All material displayed at the event must be removed by the exhibitor on the first day of dismantling. Promotional material not removed by this deadline will be destroyed.
- The ISHRS reserves the right to preclude any exhibit booth activity or display in its discretion. Audio visual and other sound and attention-getting devices are permitted only in such intensity as, in the sole discretion of the ISHRS, does not interfere with the activities of other exhibitors. The use of microphones in the exhibit area is strictly prohibited. Films purely for entertainment, without educational or informational value, will not be permitted.
- Any promotional material that infringes these regulations will be confiscated and returned only after the event is over.
- Exhibitors may offer food and/or beverage in their exhibit booth as a traffic builder provided it is ordered through the Windsor Convention Center & Hotels (no outside food or beverage is allowed) and the food & beverage must be served within the confines of the company's exhibit booth, not in the aisles or general space.

3 GENERAL RULES

3.1 ADDITIONAL BOOTH PERSONNEL BADGES

One (1) exhibit badge per 2 × 3 booth is included in the booth fee. You may purchase up to (3) additional badges at USD \$450 each (maximum of 4 exhibit representatives per 2 x 3 meter booth)



Example Inline Booth



Example Corner Booth

YOUR EXHIBIT BOOTH PACKAGE INCLUDES:

- One 2-meter-deep x 3-meter-wide exhibit booth (white hard-shell structure with gray carpeting – see attached illustration).
- All walls are 2.20 m high.
- One (1) exhibit badge per 2 × 3 booth (\$450 each additional exhibit badge, max 3 additional badges).
- (1) table and (4) chairs (dimensions of table: 80 cm diameter).
- (1) registration counter {dimensions 1.00 x 0.50 x 1.00 m (L x W x H)}
- ID sign displaying company name.
- Two lights to illuminate the booth space.
- One power strip with two outlets (Exhibitors must bring their own converters and adapters.) 220V.
- Janitorial service for aisles only of the exhibit area (not inside of booth cleaning).
- A one-year listing in the Online Buyers Guide which is located in the Members Only section of the ISHRS website.
- Listing in the Final Program Guide.
- Listing on the 34thannual.org congress website.
- Listing in the ISHRS conference app.
- Pre-conference attendee mailing list for one-time use (for those who opt-in during registration process).
- Post-conference attendee mailing list for one-time use (for those who opt-in during registration process).

3 GENERAL RULES

3.2 EXPOSITION SERVICES CONTRACTOR

OM EVENTOS is the official and exclusive exposition service contractor for this meeting. OM EVENTOS is the sole provider of the following services: trade show rental equipment & furnishings, audio/visual equipment, carpet rental (note that carpet is provided in the booth package), exhibit labor for installation & dismantle, and in-booth cleaning.

On a non-exclusive basis, OM EVENTOS also offers signs & graphics and custom-built booths.

If you have questions, please contact OM EVENTOS directly about their services:

Contact: Raquel Page

Email: raquel.page@omeventos.com.br

Phone / WhatsApp: +55 21 97374-1815

If you plan to have a custom-built booth, regardless of booth builder, your booth design needs to be approved by the ISHRS. Please contact Rachel Ross with the ISHRS at ross@ishrs.org for further information.

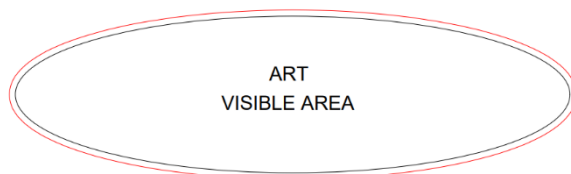
3.3 GRAPHICS FOR YOUR BOOTH:

Please refer to the following [art guide](#) for your graphics.

- The top header sign: 1.30m * 0.50m
- The front panel of the counter: 0.96m * 0.96m

SIGNAGE (ELLIPSE)
STICKER: 1,30x0,50m

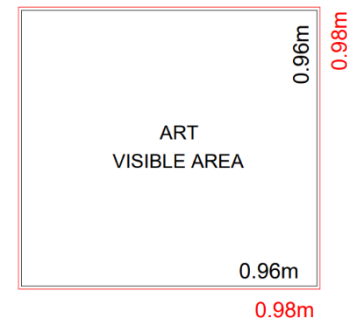
BLEEDING CUT: 1,32x0,52m



OCTANORM COUNTER

STICKER: 0,96x0,96m

BLEEDING CUT: 0,98x0,98m



3.4 BOOTH FEES

All booths are 2-meter-deep x 3-meter-wide (6 m²) or multiples thereof.

Early Bird Rate (through July 31, 2026): \$3,850 USD*

Regular Rate (after July 31, 2026): \$4,150 USD*

*Each exhibitor is required by the Brazilian government to provide specific documentation to operate legally at the Convention Center.

This process will be coordinated by Interevent, the ISHRS's Professional Congress Organizer

3 GENERAL RULES

3.5 LOADING AND UNLOADING

Only after the materials and equipment from the official assembly plant have been unloaded will the other assembly plants be allowed in.

Access for loading and unloading

We would like to inform you that the entry times for trucks at the located at on R. Martinho de Mesquita, 129 - Barra da Tijuca, Rio de Janeiro - RJ, 20031-204 are from Monday to Sunday from 08:00 to 22:00 hours.

- We would like to point out that we cannot be held responsible for trucks in the vicinity of the development, as loading and unloading will only be allowed according to the above timetables.

The entry of trucks and cars, when permitted, will be on a first-come, first-served basis, and the driver must remain inside the vehicle and inform the security guard. Windsor Convention Center & Hotels and the event organizers do not provide trolleys for transporting loads and the loaders are the responsibility of each exhibitor.

3.6 CUSTOM BOOTH APPROVAL PROCESS:

If you plan to have a custom booth (not the standard white shell), your booth design must be approved by the ISHRS. Submit your **design illustration with measurements to rross@ishrs.org by August 5, 2026.**

3.7 PAYMENT TERMS

All booths must be paid in full with the application for the exhibit booth(s). There is a limit of four (4) exhibit booths per company. The exhibit application will not be processed, or space assigned, until full payment is received.

3.8 CANCELLATION POLICY

Written notification of an exhibitor's decision to cancel must be e-mailed to Rachel Ross, Senior Meeting Manager, rross@ishrs.org. It is the exhibitor's responsibility to ensure the cancellation was received.

The following policies will apply to the **Exhibit Booth Fee**:

- Cancellation received **by July 22, 2026**: Full refund less \$100 administrative fee.
- Cancellation received **July 23-August 28, 2026**: 50% refund of full exhibit booth(s) fee less \$100 administrative fee.
- Cancellation received **after August 28, 2026**: No refund.

Regarding **Exhibit Booth Personnel Fees (paid for each exhibit representative)**, there is no penalty for cancellation up until

September 30, 2026. **After that date, there is no refund for cancellations.**

3 GENERAL RULES

3.9 CANCELLATION OF MEETING

In the event the ISHRS 34th World Congress is not held, the contract for exhibit booth shall be terminated. In such case, the exhibitor shall waive all damages and claims for damages and agrees that the sole liability of the ISHRS will be to return to exhibitors their Exhibit Booth Fee and Booth Personnel Badge Fee(s) on a pro rata basis after deduction of all ISHRS 34th World Congress related costs and expenses incurred by the ISHRS through the date of cancellation, an administrative fee, and overhead charges.

3.10 THE BOOTH PERSONNEL BADGE FEE INCLUDES:

Food & beverage for badged exhibit representative, consisting of coffee breaks and lunches on Thursday, Friday and Saturday, and refreshments during the Thursday evening Welcome Reception. Tickets to the gala are at an additional cost.

3.11 EXHIBIT BOOTH INFORMATION

Exhibit booth assignments are made on a first come, first served basis based on the receipt of paid registrations. Exhibit booth number assignments are confirmed and communicated to the exhibitor contact person via e-mail on the date indicated in the timeline.

No exhibit booth locations are guaranteed until confirmation on this date. The exhibitor's booth location preference is considered, but the ISHRS reserves the right to assign booths at its total discretion.

All dimensions are believed to be accurate but are not warranted by the ISHRS. To maintain uniformity and to prevent obstruction of view of other booths, solid or draped walls or objects in the booth can be no higher than 2.5 meters in the back and no higher than one meter along the sides. These rules might be waived for custom, stand-alone booths, at ISHRS discretion.

All exhibitor materials and signage must stay inside the exhibit booth and not be placed in or overflow into the aisles. Exhibitors may not attach graphics, etc. to the outside of the booth walls. Exhibitors are not allowed to use glue, nails, pins or other adhesives to mount prints on the booth panels.

Exhibit personnel must stay inside the assigned exhibit booth while representing the company (no "selling in the aisles").

The exhibit area is sufficiently lit for adequate general illumination and two spotlights are included in each booth. Any additional in-booth lighting and additional electrical needs must be ordered and paid for by the exhibitor. If you require additional power, please contact OM Eventos. All draping or display materials of cloth must be fireproof.

Under no conditions will oils, gases, or other combustible or flammable materials be permitted in the exhibit area. All packing containers, excelsior, wrapping paper, etc., are to be removed from the floor and must not be stored under tables or behind displays.

The ISHRS does not provide storage space for exhibitors. Exhibitors represent and warrant that they shall comply with all national, state, and local fire regulations and accept full responsibility for such compliance.

3 GENERAL RULES

3.12 CANCELLATION OF MEETING

In the event the ISHRS 34th World Congress is not held, the contract for exhibit booth shall be terminated. In such case, the exhibitor shall waive all damages and claims for damages and agrees that the sole liability of the ISHRS will be to return to exhibitors their Exhibit Booth Fee and Booth Personnel Badge Fee(s) on a pro rata basis after deduction of all ISHRS 34th World Congress related costs and expenses incurred by the ISHRS through the date of cancellation, an administrative fee, and overhead charges.

3.13 PRODUCTS/SERVICES EXHIBITED

Products or services exhibited (or referred to) must be related to hair restoration or hair restoration surgery and normally manufactured or supplied by the exhibitor. Exhibitors may exhibit only those products/services for which the application has been approved. The ISHRS may refuse to accept the application of any individual or entity whose display of goods or services is not compatible, in the sole opinion of the ISHRS, with the educational character and purpose of the ISHRS and its World Congress or that to its knowledge demonstrably infringe on the intellectual property or other rights of third parties. The ISHRS may require an exhibitor to provide additional information regarding its products or services, if the ISHRS determines that the information is necessary for the ISHRS to better assess whether the proposed exhibit is consistent with the educational character and purpose of the ISHRS and its World Congress.

3.14 SUBLETTING/USE OF SPACE

Exhibitors shall not assign or sublet any space allotted to them and shall not advertise or display goods other than those manufactured or sold by them in the regular course of their business. No individual or entity that has not contracted with the ISHRS for occupancy of exhibit space will be permitted to display or demonstrate any products, processes or services, solicit orders, wear exhibitor identification badges, or distribute advertising or other materials at the exhibition or the ISHRS World Congress in general.

Any violation of this provision will result in prompt removal of the offending individuals and entities. The ISHRS reserves the right to: (i) refuse exhibitor applications not meeting the ISHRS's required standards (including those standards and laws cited in the Exhibitor Claims, Legal Compliance, and Laser Regulations sections below); and (ii) remove exhibits or parts of exhibits that are inconsistent with the ISHRS's standards, rules, or the educational purpose of the ISHRS World Congress at any time before and/or during the exhibition. This applies to displays, literature, advertisements, novelties, souvenirs, conduct of persons, etc. The ISHRS does not in any manner endorse any of the products or services related to the exhibits which have been accepted for display during the ISHRS World Congress.

3 GENERAL RULES

3.15 ASSIGNMENT OF BOOTH SPACE

Exhibit booth assignments will be made on a first come, first served basis and will be confirmed and communicated to the listed exhibitor contact person via e-mail on the date indicated in the timeline. You may indicate your exhibit booth location preferences during the online registration process, which will be considered but is not guaranteed. Booth assignments will be emailed in July 2026.

3.16 LOAD

If there is a need to exhibit large equipment, the exhibitor must consult Windsor Convention Center & Hotels in advance about the feasibility and send the event organizers a written declaration of the weight of the equipment and the means of transport that will be used to take the equipment to the stand. Only with Windsor Convention Center & Hotels approval will large equipment be allowed onto its premises.

3.17 MAXIMUM HEIGHT FOR SETTING UP STANDS

The maximum height allowed for the construction (assembly) of stands from the floor of the pavilions is listed below:

Maximum permitted building height: 3.00m

3.18 FINISHING THE STANDS:

It is the obligation of all fitters contracted by Exhibitors to ensure that the partition walls and structures facing neighboring stands, as well as the stand areas visible to the event environment, are correctly finished.

The finish must have the following characteristics:

Built/Mixed stand - Use MDF panels, blackboards or similar with a white finish. Plastic materials such as bagum, tarpaulins must be perfectly finished.

Standard octanorm stand or similar - Use TS, PS, LOUSA, MDF panels in white and they must be completely clean.

The event organizers will inspect all the stands to check the quality of the finishes and, if necessary, ask the assembler to redo the work.

3.19 USE OF THE SPACE

- Under no circumstances may the floor be marked, painted, drilled or excavated by the Exhibitor or its agents;
- It is forbidden to support, tie or hang any component of the stand or products on display to the structure, roof and walls of Windsor Convention Center & Hotels. It is also forbidden to pierce or paint these elements;
- Combustible structural or decorative elements must be avoided and, when used, must be fireproofed or made of fire-retardant materials and must present a report on the application of a flame-retardant product with the appropriate ART or RRT;
- No structures may be erected or installed outside the exhibition areas.

3 GENERAL RULES

3.20 GARDENS AND PLANTS

Gardens, ornamental plants and flowers will be allowed when contained in pots, baskets or other containers, as long as no loose soil, sand or stones are used to create gardens on site.

3.21 HORIZONTAL PROJECTION OF THE STAND

The horizontal projection of any assembly element, including showcases or products on display, must be completely contained within the limits of the stand area.

Projections onto adjoining stands or onto the public passageway will not be accepted, provided they are placed at a minimum height of **2.20m**.

3.22 WORKING STANDARDS

- Circular saw benches and cutting discs for iron and aluminum will not be allowed;
- Stands with built structures must enter the space semi-ready, with only the finishing details missing; sanding and/or plastering the walls of stands will not be allowed on the Windsor Convention Center & Hotels premises;
- Traffic routes and adjoining stands may not be used for depositing materials, tools and products to be installed on the stand. The entire operation must be carried out exclusively within the confines of the Exhibitor's own stand;
- All work with grease, paints, corrosive materials, powders and liquids must be carried out in suitable containers, ensuring the safety of stand workers and people passing through the site, as well as avoiding damage to the floor and other Pavilion structures;
- Only 3M adhesive tape reference 4880 or Cremer adhesive tape reference 603 may be used to fix padding/carpeting directly to the floor of the space; the use of glue is prohibited. All tape must be removed after the event;
- It is a Windsor Convention Center & Hotels standard that all stands with raised floors above 3 cm must have a ramp for wheelchair users;
- Any damage caused to the Windsor Convention Center & Hotels structure, if proven to have been caused, will be the responsibility of the Exhibitor and its suppliers.

3.23 STANDARDS FOR ASSEMBLERS

- The exhibitor is responsible for the service providers contracted and for complying with the event's rules and procedures;
- The transport of equipment or products inside Windsor Convention Center & Hotels that is not done manually may only be done by vehicles with rubber wheels (tires) or similar;
- The toilets will be in operation at times compatible with the event's assembly, execution and disassembly periods for the personal use of the Exhibitor and its service providers. They may not be used for cleaning equipment, materials, washing brushes, etc;

3 GENERAL RULES

3.24 DISASSEMBLY:

- It is the Exhibitor's obligation to remove all their merchandise and dismantle their stand on time and within the hours stipulated in this manual;
- The Exhibitor is entirely responsible for his exhibition merchandise for as long as it remains on the exhibition site;
The removal of products is the sole responsibility of the Exhibitor and its Assembler.
- At least one person responsible for the Exhibitor must remain at the stand until all the exhibits have been removed and the stand has been completely dismantled, to be responsible for checking all the materials, products and equipment to be removed.

3.25 CONFLICTING EVENTS

Companies exhibiting at the ISHRS 34th World Congress will be required, as a condition of their participation as exhibitors, not to exhibit at, conduct or sponsor conflicting events. Conflicting events are scientific or educational meetings of interest and relevance to hair transplant surgeons (including but not limited to lectures, presentations, seminars or workshops) that are scheduled during the same time frame encompassed by the ISHRS 34th World Congress. For purposes of this policy, the relevant time frame begins two days immediately prior to the official opening of the ISHRS 34th World Congress and ends two days after the official close of the ISHRS 34th World Congress. ISHRS Satellite Symposia opportunities, if held, are not considered conflicting events. For additional details, see the ISHRS Policy on Ancillary Meetings at ISHRS Meetings.

3.26 ANCILLARY FUNCTIONS

ISHRS approval, which may be granted or denied by the ISHRS at its sole discretion, is required for all exhibitor-sponsored ancillary functions. Requests for such activities must be submitted in writing to rross@ishrs.org. The request must specify date, time, location, type of function and anticipated attendance. Ancillary functions will only be approved for times that are not in competition with the ISHRS program or Satellite Symposia, in the sole opinion of the ISHRS. The allowed ancillary timeslots are not exclusive. There may be more than one exhibiting company hosting ancillary functions during any given time period. The ISHRS is not holding meeting rooms for exhibitor use. The exhibiting company must secure its own meeting/function space, whether it be at the Windsor Convention Center & Hotels, if available, or elsewhere and pay any and all required fees and costs directly. If it is determined that an unapproved ancillary function of any sort has taken place or is scheduled to take place, the "Violation of Rules" section will be enforced. If you wish to host an ancillary event, please email: rross@ishrs.org

3.27 PRODUCT SALES

Exhibitor acknowledges that it bears sole responsibility for the collection and remission of all sales tax and other obligations arising from its product sales.

3 GENERAL RULES

3.28 GIVEAWAYS

Atypical giveaways must be approved by the ISHRS (30) thirty days in advance of the ISHRS 34th World Congress. If such items are not cleared through the ISHRS before the World Congress, or are determined to be objectionable or prohibited, the ISHRS has the right to prohibit distribution.

3.29 MUSIC LICENSING

Exhibitors shall obtain any and all licenses or grants of authority required of exhibitors under the copyright, trademark, or patent laws, including, but not limited to, those relating to the performance of music, whether live or recorded. A copy of such licenses will be furnished to the ISHRS if requested.

ECAD - www.ecad.org.br

Phone: 21 3505-8500

E-mail ecadrj@ecad.org.br

Claudio José and Jairo Eduardo

3.30 TOILETS

They will be open at times compatible with the event's assembly, staging and disassembly periods for the personal use of exhibitors and their service providers.

It may not be used to clean equipment, materials, wash cloths, brushes, etc.

3.31 MEDICAL STATION

The Ambulance service will be in operation on dates and times compatible with the assembly, staging and dismantling period and will be located in the event space.

4 FACILITIES

4.1 ELECTRICAL ENERGY

ATTENTION

ELECTRICITY WILL BE AVAILABLE AT 220 V SINGLE PHASE.

After the close of business each day, all electricity circuits will be switched off, with the exception of equipment that needs to be switched on full-time. These must be connected to separate circuits and marked "**DO NOT TURN OFF**".

The Exhibitor must inform the number of KVAs (energy) required by **September 1, 2026**.

4.2 AIR CONDITIONING

The installation of air-conditioning equipment is not permitted, as the space is already air-conditioned.

4.3 HYDRAULIC INSTALLATIONS

No water and sewage points will be allowed.

5 SERVICES AND FACILITIES

5.1 SECURITY

The event organizers will provide surveillance and security services for the duration of the event for the common areas of Windsor Convention Center & Hotels in the exhibition area.

Exhibitors may contract exclusive surveillance and security services for their stand directly with the security company they trust.

5.2 CLEANING

Exhibitors are responsible for the **internal** cleaning of stands. The event organizers will clean the event's common areas. Exhibitors may contract exclusive cleaning services for their stand directly with the event's official cleaning company.

It is the exhibitor's obligation to pack waste in plastic bags and deposit it in areas that the organizers will establish in advance.

5.3 INTERNET & POWER

Complimentary basic wireless internet is provided for all attendees and exhibitors in our meeting space. However, if you require a dedicated line for assured connection, you will want to explore ordering a dedicated line at your own cost.

The official contractors act on their own behalf in all arrangements with exhibitors and are not agents, employees or representatives of the ISHRS. All services or materials supplied by the contractors on order of the exhibitor will be billed directly by the contractor to the exhibitor. Therefore, the ISHRS does not assume any liability or responsibility for any act performed or omitted by such official contractor.

Ordering of services: The full details for placing orders will appear on the Exhibitor Service Portal which you will receive electronically on the date listed in the timeline. The exhibitor must abide by all rules and procedures that are outlined in the Exhibitor Service Portal and in this Exhibit Prospectus.

5.4 - PARKING

Parking is not free and is managed by Windsor Convention Center & Hotels, directly and indirectly, according to the rates in force. The PROMOTER has no responsibility and/or autonomy over parking at Windsor Convention Center & Hotels, whose administration has its own rules for exhibitor and visitor parking. Exhibitor credentials taken from the Exhibitor Service Center do not give free access to the parking lot