



ISLB
INTERNATIONAL SOCIETY
OF LIQUID BIOPSY



5TH ANNUAL CONGRESS

Liquid Biopsy

19 - 21 November 2023 | Madrid, Spain

ISLB 2023

Exhibitor

Manual

2023.islb.info #ISLB23



www.facebook.com/isliquidbiopsy



www.twitter.com/isliquidbiopsy



www.linkedin.com/company/international-society-of-liquid-biopsy





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1. Event Summary

A. Overview

Liquid biopsy is a fascinating and exponentially growing field that has a tremendous potential to significantly change the therapeutic strategy and management of cancer patients. ISLB seek to expand liquid biopsies adoption all over the world and remove obstacles that limit liquid biopsies implementation in the routine clinical practice.

B. Date

Date: 19 - 21 November 2023
Location: Madrid, Spain
Venue: Meliá Castilla Hotel Madrid
Room: Patio 1+2+3, Meeting Room Level
Website: <https://2023.islb.info>

C. Purpose

ISLB 2023 will bring together international experts in the field of Liquid Biopsy to share latest advances in the clinical field. Clinical best practices related to liquid biopsy will be presented, new consensus will be reached, and the latest advancements on cellular and molecular diagnostic technologies will be discussed. This meeting is an excellent opportunity to interact with world experts in the field of Liquid Biopsy. Attending will be an international community of healthcare professional involved in cancer patient management, scientists, research and development staff, account and business development managers, laboratory leaders, and product specialists in liquid biopsy.

D. 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.

ISLB was founded in 2017 in Granada, Spain with an aspiring objective: to become the scientific reference in Liquid Biopsy and the unique link of all stakeholders in the liquid biopsy theme.

We are pleased to welcome liquid biopsy professionals all over the world. Our education and information program is based on an integrated multidisciplinary approach to reach an advanced cancer research. We seek to remove obstacles that limit liquid biopsies implementation in the routine clinical practice, with the aim to expand liquid biopsies adoption all over the world.



2. Deadlines

Check	Mandatory Forms	Action	Return to	Due Date
<input type="checkbox"/>	Logo, Company Bio	Upload via Portal	ICS	ASAP
<input type="checkbox"/>	Approval for custom-built booth	Upload via Portal	ICS	18 September 2023
<input type="checkbox"/>	Exhibit Staff Registration	Register online	ICS	25 September 2023
<input type="checkbox"/>	Accommodation	Book online	ICS	25 September 2023
<input type="checkbox"/>	Certificate of Insurance	Upload via Portal	ICS	16 October 2023
<input type="checkbox"/>	Exhibitor Contractor Form	Submit via email	ICS	16 October 2023

Check	Other Forms	Source	Return to	Due Date
<input type="checkbox"/>	Booth Entertainment Request	Download HERE	ICS	16 October 2023
<input type="checkbox"/>	Giveaway Request	Download HERE	ICS	16 October 2023
<input type="checkbox"/>	Venue Orders (Catering, Internet)	Order via email	Venue	16 October 2023
<input type="checkbox"/>	Exhibit Booth & AV Orders	Download HERE	HOTEK	20 October 2023
<input type="checkbox"/>	Shipping Order Form	Download HERE	DB Schenker	6 November 2023

3. Contact Information

Sponsorship & Exhibit Sales Manager

Chelsea Prangnell: [+1] 604 681 2153 x 138
ISLB-Sponsorship@icsevents.com

Sponsorship Fulfillment Manager

Franny Glaser: [+43] 1 3950 6191 x 307
ISLB2023-Fulfillment@icsevents.com

Congress Manager

Ann Corbitt: [+1] 604 681 2153 x 190
ISLB2023@icsevents.com

Registration & Housing Manager

Pamela Castro
ISLB2023-Registration@icsevents.com



4. Exhibitor Order Forms & Documents

Please find the official Order Forms of ISLB 2023 using the links provided below:

A. Show Management Forms

ISLB 2023 Secretariat

Franny Glaser: [+43] 1 3950 6191 x 307

ISLB2023-Fulfillment@icsevents.com

- Certificate of Insurance: [Download HERE](#)
- Booth Entertainment Request: [Download HERE](#)
- Giveaway Request Form: [Download HERE](#)
- Exhibitor Contractor Form: [Download HERE](#)

B. General Show Services

HOTEK

Booth Design | Graphic Printing | Furniture | Carpets | Electricity | AV

Nelia Trapero: ntrapero@dip-proyectos.es

- Exhibit Booth Order Catalogue: [Download HERE](#)

C. Venue Services

Meliá Castilla Hotel Madrid

Booth Catering | Internet

Andrea Gurau: andreea.gurau@melia.com

D. Customs Broker & Transportation Services Supplier

Schenker Logistics, S.A.U.

Shipping | Advance Warehousing | Customs

IFEMA MADRID: [+34] 91 330 51 77

ifema.madrid@dbschenker.com

- Shipping Guidelines: [Download HERE](#)
- Pricing List for Shipping Orders: [Download HERE](#)
- Shipping Order Form: [Download HERE](#)



5. General Information

A. Exhibition Schedule

	Date	Time
Advanced Exhibitor Move-In (by request; custom exhibits only)	18 November 2023	20:00 – 23:00
	19 November 2023	08:00 – 11:30
General Exhibitor Move-In ¹	19 November 2023	11:30 – 17:00
Exhibition Show Hours ^{2,3}	19 November 2023 (Welcome Reception)	19:00 – 21:30
	20 November 2023	10:00 – 17:00
	21 November 2023	10:30 – 17:00
Exhibitor Move-Out	21 November 2023	18:00 – 22:00

¹ All exhibit booths must be show-ready by 19 November, 17:00 to allow final setup and cleaning before the Welcome Reception.

² All exhibits are required to be staffed during the Welcome Reception (taking place in Exhibit Hall) and Exhibition Show hours – no exceptions.

³ All exhibitors will have access to the Exhibit Hall 20 minutes before and 15 minutes after Show Hours.

B. Exhibit Staff Registration & Badges

Each exhibiting organization receives one (1) Complimentary Congress Registration for every exhibit space purchased in the event. Additional Exhibitor Registrations can be purchased for EUR 495. Exhibit Staff Registrations grant access to the Exhibit Hall 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 the registration information will be sent to each exhibitor. Please refer to the email and the link to register. Exhibitors may collect their badges on-site at the Registration Desk after a brief identification check during the exhibition move-in period.



C. Accommodation

Accommodation can be booked at time of registration. The ISLB 2023 Secretariat (International Conference Services Ltd.) is the official housing bureau for ISLB 2023 and will offer assistance with the coordination of housing requirements for the Congress. We have negotiated special room rates with hotels in close proximity to the Meliá Castilla Hotel Madrid. Special rates and added complimentary amenities are only available to delegates who book through the official housing bureau.

Although 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 Congress and book through the official housing bureau. The success of the Congress and the supporting organizations depends on you using the contracted hotels.

The ISLB 2023 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 Congress 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.

If you have a group of 10 or more that you would like to register or book accommodation for, please contact us at ISLB2023-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.*

D. Exhibit Space Set-up

With the purchase of the exhibitor package, you have the option of choosing to make use of the standard exhibit package or bring your own customized booth. Please see below for specifications.

a. Standard Exhibit Space Package

Each regular exhibit space rental unit includes the following:

- Floor space as assigned
- Modular standard booth (2.5m height) with 1 round table, 2 chairs and wastebasket
- Carpet (grey)
- Booth header panel with company name
- Electrical panel with differential switch 1.000 w and LED lamps

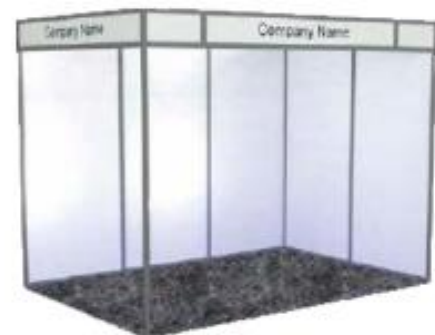




Exhibit space rental does not include any of the following: additional furniture, electricity, dedicated internet connection, labor, shipping or any other services. These items should be ordered through the forms provided at the End of this Exhibitor Manual.

b. Non-Profit/Advocacy Tabletop

Each non-profit/advocacy space includes 2 m wide x 2 m deep (4 m²) floor space as assigned, Tabletop display with 1 table, 2 chairs, wastebasket and carpet.

Non-profit exhibit space does not include any of the following: back & side walls, furniture, carpet, electricity, dedicated internet connection, labour, shipping or any other services. These items should be ordered through the forms and contact information provided in the [Exhibitor Order Forms](#) section of the Exhibitor Manual.

c. Custom Exhibit Space / Raw Exhibit Space

All exhibitors with a custom-built space are required to get approval on their booth layouts/designs from the ISLB 2023 Secretariat in writing. **Your booth spaces classifies as customized if you are not utilising the shell scheme included in the standard exhibit space package.**

The layout, with measurements and building material specifications, needs to be submitted in detailed drawings to the ISLB 2023 Secretariat at ISLB2023-Fulfillment@icsevents.com. If exhibit plans are revised after approval has been sent, 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 **18 September, 2023.**

Maximum booth height for custom booths is 2.5m.

Custom booth spaces do only include the floor space as assigned. Custom exhibit space does not include any of the following: back & side walls, furniture, carpet, electricity, dedicated internet connection, labour, shipping or any other services. These items should be ordered through the forms and contact information provided in the [Exhibitor Order Forms](#) section of the Exhibitor Manual.

E. Shipping & Customs

a. Shipping with the official shipping provider

DB Schenker is the official customs broker and transportation service provider for ISLB 2023. To ensure all shipments arrive on time, the use of the official customs broker and Advance Warehouse is highly recommended. Shipping Guidelines can be [downloaded HERE](#). Please submit the order form no later than 6 November 2023 to place your order.

DB Schenker will be able to gather all deliveries at the Advance Warehouse between **November 6 – 15, 2023.**



The ISLB 2023 Secretariat cannot be responsible for any delayed or lost shipments.

b. Direct delivery on move-in day with car

Should you be coming with a car, you may use the entrance located at **Calle Francisco Gervás, 10 28020 Madrid, Spain**. This is a regular road with direct access to the exhibitor area. Parking will have to follow the legal indications ([view here](#)) and extra cost might occur, as parking on the street is not free of charge.

From the street and the sidewalk you will have access via a ramp (approx. 130cm wide) to a public square. At the end of the public square you have the door to the exhibitor area between booth #3 and #4 (approx. 19cm wide). See [Floorplan](#) for reference.



See here the dimensions for the access of the door to the exhibition area via the Calle Francisco Gervás.





c. Direct deliver on move-in day without car

We understand that some of the materials that you might be bringing to the show may not necessitate the need to use the loading area for your Move-In. If this is the case, you may enter through the Main Entrance with materials in hand or a hand dolly directly to your booth to set-up.

F. Move-In & Construction Limitations

All exhibitors and stand builders will only be allowed in the exhibit hall with proper identification. All registered exhibitors need to collect their badge at the registration desk in order to have access to their booth. All external stand builders and workers who are not registered to attend the Congress will need to register at the security entrance at Rosario Pino Street in order to receive a badge/stamp from the hotel security department. Badges need to be worn at all times when in the exhibit hall.

Each exhibiting company must complete the [Exhibitor Contractor Form](#) to, accepting the set-up conditions of the Meliá Castilla Hotel Madrid (see "[Exhibitor Order Forms & Documents](#)" section). Please send the signed form via email to ISLB2023-Fulfillment@icsevents.com by **16 October 2023**.

Move-in times must be adhered to and will be enforced. The exhibition hall will be closed evenings, during which time no one will have access to the hall. The exhibitor has to 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 2023 Secretariat at its own discretion. Moreover, the exhibitor is then liable to ISLB 2023 for the agreed exhibit rental fee. The exhibitor is not entitled to damage claims.

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. There are no vehicles such as forklifts and trucks allowed in the venue and the exhibit hall. Floor loading is given as 400 kg/m².

All exhibits must comply with all regulation established by the safety authorities. All materials used for decorating must be fire resistant. 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.



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'-0" (30cm) away from the exhibit space line. If exhibitors fail to conform to this rule, the secretariat office may demand those items to be relocated. This restriction is designed to give an equal opportunity to every exhibitor in terms of space and visibility.

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.

Rigging in the exhibit hall is not permitted at ISLB 2023.

Patio 1+2+3 at Meliá Castilla Hotel Madrid is not carpeted. It is mandatory that all exhibit booths install floor covering (carpet and/or hard flooring) in the entire area where the stand, booth or any built in structure will be set up. Exhibitors cannot glue their floor cover to the floor.

The ISLB 2023 Secretariat, Meliá Castilla Hotel Madrid 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.

Custom exhibit equipment is to be pre-manufactured outside the area beforehand. Only the assembled equipment is allowed inside. Electrical tools such as compressor, welder, electrical saws, electrical grinders, and electrical planes are not allowed to be used inside the hotel. Smoke machines, helium canisters or any other element which could damage the installations of the Hotel in any way are not permitted on the Hotel premises. The use of paint or flammable substances is not permitted.

G. Security & Safety

The Exhibition Area will be locked at night. General Hotel Security will be provided during the set-up, show and dismantling period. Although 24-hour general hotel security is provided, 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 consent of the Secretariat. The ISLB 2023 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.

H. Liability Insurance

ISLB 2023 does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance. ISLB 2023 requires all its exhibitors to provide proof that liability insurance with a minimum of **EUR 2,000,000 for each accident or occurrence limit** of liability is in place for the duration of the event. **Third party liability insurance certificate is mandatory** and must be provided to the ISLB 2023 Secretariat no later than **16 October 2023**. In case the exhibitor receives the invoice after **16 October 2023**, the exhibitor is required to provide the certificate of insurance as soon as possible but **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
- Including Host Liquor Liability, if planning on serving Liquor
- Including Cross Liability Clause

Additional insured to be named:

- International Conference Services Ltd.
- ISLB
- Meliá Castilla Hotel Madrid

Insurance companies may submit their own form (must be in English) or use the Certificate of Insurance template (see "[Exhibitor Order Forms & Documents](#)" section). Please upload proof of insurance via the exhibitor portal or send via email to ISLB2023-Fulfillment@icsevents.com by **16 October 2023**.

I. Announcements/Messages

Announcements will not be permitted during the show.

J. Parking

Hotel parking is available at the regular hotel rate. The maximum height for vehicles to use this parking is 1.92m.



K. In-Booth-Catering

F&B for your exhibit space can be ordered exclusively from the Meliá Castilla Hotel Madrid. For more information on the menus please see the Venue contact information in the “[Exhibitor Order Forms](#)” section.

L. Cleaning

The ISLB 2023 Secretariat is responsible only for emptying baskets along the pathways and keeping the shared space clean. The cleaning and maintenance service for each stand is the responsibility of each exhibitor company. Exhibitors will be responsible to keep their booths clean at all times.

M. 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 2023 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 2023 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 by filling out the [Booth Entertainment Request Form](#) (see “[Exhibitor Order Forms & Documents](#)” section), returning it via the exhibitor portal or via email to ISLB2023-Fulfillment@icsevents.com by **16 October 2023**.

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

N. 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 2023 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](#) (see “[Exhibitor Order Forms & Documents](#)” section) and returning it via the exhibitor portal or via email to ISLB2023-Fulfillment@icsevents.com by **16 October 2023**.



O. Non-Smoking

Smoking is prohibited in the Exhibition Hall and the Meliá Castilla Hotel Madrid.

P. Lead Retrieval

More information on Lead Retrieval at ISLB 2023 will be available closer to the Congress.

Q. Move-out & Removal

Dismantling of exhibit construction and décor may only commence at the last day of the event after the end of the event. The ISLB 2023 Secretariat reserves the right to charge the exhibitor a contract penalty fee if this clause is violated. The exhibit space has to 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 2023 Secretariat does not take the responsibility for any damages and losses as a consequence. All of the participants must return the equipment and tools that are leased from ISLB 2023.

6. 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](#).