



33rd World Congress Oct 23-25  
Live Surgery Workshop Oct 26

# EXHIBITOR SERVICE MANUAL

**International Society of Hair Restoration Surgery  
ISHRS 2025 – 33<sup>rd</sup> World Congress  
October 23-25, 2025 (exhibitors set up on October 22 at 3:00PM)  
InterContinental Berlin  
Budapester Strasse 2  
10787 Berlin, Germany**

**ISHRS Meetings & Exhibits Manager:  
Jule Uddfolk, CMP  
Direct Phone: 773-883-1236  
[juddfolk@ishrs.org](mailto:juddfolk@ishrs.org), [info@ishrs.org](mailto:info@ishrs.org)**

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## **Supplier Deadline Overview**

**Messe Service Bau/Exposition Services-Furnishings: September 22, 2025**

**DSV Shipping/Customs: freight must arrive at advance warehouse by  
October 17, 2025**

**InterContinental Berlin/electricity, IT, in-booth food & beverage: September 22,  
2025**

**SmartSource Lead Retrieval Service: October 2, 2025 discount deadline**

# INTERNATIONAL SOCIETY OF HAIR RESTORATION SURGERY



Dear Exhibitor,

Thank you for choosing to exhibit at our upcoming meeting this October 23-25, 2025, at the InterContinental Berlin in Berlin, Germany. This will mark our 33rd world congress, and we look forward to celebrating with colleagues and friends – old and new – in vibrant, energetic and historically rich Berlin.

The 2025 World Congress Planning Committee, chaired by Dr. Sam Lam, is putting together an exceptional scientific program – one that focuses on advanced surgical technique and education. Apart from the educational aspect, the committee is crafting a very enjoyable and memorable meeting. Please visit the Congress website for up-to-date information: <https://33rdannual.org/>

NEW THIS YEAR – The ISHRS is offering expanded sponsorship opportunities to engage with your current or potential customers! This year there is a special focus on FUN. Each of these unique opportunities was designed to provide the sponsoring company with a chance to meaningfully engage with our congress attendees.

[Click here](#) to view the Sponsorship Opportunities Brochure.

This year's exhibit booths are located in the Pavillon, Wintergarten and Potsdam Foyer on the Lobby Level. These exhibit areas are either directly outside of or down the hall from the General Session in the Potsdam Ballroom. Coffee breaks will be located in the exhibit areas on Thursday through Saturday, and we will hold the Welcome Reception in the exhibit areas on Thursday, October 23, from 6:00PM-7:30PM. This will be a great way to wrap up a busy opening day.

I hope you have a successful show and enjoy all that Berlin has to offer. We are always open to suggestions and ideas. Please share your thoughts regarding our exhibits program. You are a valued part of our meeting, and on behalf of the ISHRS leadership, I thank you for your participation.

Most sincerely,

Victoria Ceh, MPA  
Executive Director

BUSINESS ADDRESS:  
1932 S. HALSTED ST., SUITE 413  
CHICAGO, IL 60608 USA  
TELEPHONE: +1-630-262-5399  
U.S. TOLLFREE: 1-800-444-2737  
[info@ishrs.org](mailto:info@ishrs.org)  
[www.ISHRS.org](http://www.ISHRS.org)



33rd World Congress Oct 23-25  
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# EXHIBITOR INFORMATION AT-A-GLANCE

## ► **WORLD CONGRESS VENUE:**

Intercontinental Berlin  
Budapester Strasse 2  
10787 Berlin, Germany

**IMPORTANT NOTE:** Do **NOT** ship your exhibit freight directly to the meeting venue. See #2 – DSV below for the only possibility for direct to venue freight.

## ► **HOTEL RESERVATIONS:**

Limited ISHRS group block reservations are available at our meeting hotel, the InterContinental Berlin. The ISHRS run-of-house group rate is EUR 219 single/244 double plus 7.5% city tax. The VAT is included in the rate. The group rate includes guest room WiFi and breakfast in the hotel restaurant. Please make your reservations early as the group guest rooms are limited. The group rates are available through September 18, 2025 or while room availability lasts. For more information and to make your reservation, visit the hotel information on our meeting website at <https://33rdannual.org/hotel/>.

## ► **THE SUPPLIERS – WHO PROVIDES WHAT?**

The information and ordering processes for all the official suppliers is included in the Exhibitor Service Manual which can be found in the downloads section of this page: <https://33rdannual.org/exhibitors/>

## **#1: Messe Service Bau – Exposition Services:**

Messe Service Bau is the **EXCLUSIVE, SOLE PROVIDER** of the following services:

- trade show rental equipment & furnishings
- audio/visual equipment
- carpet rental (note that gray carpet is included in the booth package)
- exhibit labor for installation & dismantling
- in-booth cleaning

On a **NON-EXCLUSIVE basis**, Messe Service Bau also offers:

- signs & graphics
- custom booth options\*

You may place your orders through Messe Service Bau's ISHRS webshop using this link: [ISHRS-2025](#)

**\*If you plan to have a CUSTOM-BUILT BOOTH**, regardless of booth builder, your booth design needs to be approved by the ISHRS by September 8, 2025. Please contact Jule Uddfolk with the ISHRS at [juddfolk@ishrs.org](mailto:juddfolk@ishrs.org) for further information.

**ORDER DEADLINE: September 22, 2025**

### **Questions? Contact:**

[ishrs2025-berlin@messeservicebau.de](mailto:ishrs2025-berlin@messeservicebau.de)

phone: +49 33056 2248-0

fax: +49 33056 2248-11

## **#2: DSV Global Transport & Logistics – Official Freight Partner:**

DSV is our official international freight partner for the 33rd World Congress. DSV provides shipping, freight handling/drayage and customs services. You are not required to use DSV's shipping or customs services – you may use the shipper and customs broker of your choice. However, DSV is recommended to ensure smooth transit of your exhibit goods. **However, all exhibit freight must be shipped to DSV's advance warehouse for forwarding to the show floor (the one exception is listed under Important Points #1 below).**

Please review their [Shipping Instructions](#) early and carefully to become familiar with shipping and import/export rules and regulations for Germany. It is highly recommended that you contact DSV early to be sure you will not have any issues shipping your exhibit goods to Berlin for the 33rd World Congress.

KEY FREIGHT DEADLINES	
September 22, 2025	<b>ADVANCE SHIPMENT RECEIVING BEGINS</b> First day the warehouse will begin receiving advance shipments without surcharges.
October 17, 2025	<b>ADVANCE WAREHOUSE SHIPMENT DEADLINE</b> Last day for advance shipments to arrive at warehouse without surcharges.

### **IMPORTANT POINTS:**

1. **All exhibit shipments, regardless of which shipper/customs broker you use, must be shipped to DSV's advance warehouse, NOT directly to the meeting venue.** The **only exception** is that DSV will receive exhibitor deliveries at the InterContinental Berlin docks **ONLY on Wednesday, October 22<sup>nd</sup> during exhibitor set-up hours, starting at 1:00PM.** Deliveries to the meeting venue on any other days will not be accepted. Contact DSV for further instructions if you plan to ship directly to the meeting venue.
2. **Many non-EU companies might be required to have a EORI # to ship to Germany and this government application takes time. Do be sure to ask your shipper/customs broker early in the process if your company requires an EORI #.** If you are shipping through DSV, our official freight partner, the ISHRS's EORI # will be used for your shipment as needed.
3. **Non-EU exhibitors are advised to NOT hand carry exhibit goods** which will be subject to customs clearance on arrival. In the event you are stopped at the airport upon arrival, you may be required to hand over the goods along with the required paperwork. Not following the proper customs clearance procedures in advance may result in your not having your exhibit goods for the show.

Click here to view the [DSV Shipping Instructions](#).

### **Questions? Contact:**

Rob Henry, Manager of International Fairs & Events  
+1-786-577-6752, [rob.henry@dsv.com](mailto:rob.henry@dsv.com)  
OR  
Regina Cox, International Projects Manager  
+1-786-577-6755, [regina.cox@dsv.com](mailto:regina.cox@dsv.com)

## **#3: InterContinental Berlin – Additional Internet Service, Additional Electrical & In-Booth Food & Beverage:**

**InterContinental Berlin** is the official and exclusive provider of electrical, internet service and food & beverage in the booths.

**Regarding internet service:** Note that complimentary 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 through the InterContinental Berlin at your own cost.

**Regarding electrical:** Each exhibit booth will include one power strip with three outlets (Berlin electrical is 230 volts at frequency of 50 Hertz and the plug type is F. Exhibitors must bring their own converters and adapters.)  
Per the energy conservation rule at the InterContinental Berlin, all electronic devices in the booth must be shut off at the end of each day.

**Regarding in-booth food & beverage:** The hotel offers limited in-booth food & beverage options for you to offer meeting attendees. Note that any food & beverage you offer must be served within the confines of your exhibit booth, not in the aisles or general space.

**ORDER DEADLINE: September 22, 2025**

**Questions? Contact:**  
[orderishrs2025@ihg.com](mailto:orderishrs2025@ihg.com)

#### **#4: SmartSource for Lead Retrieval Services:**

SmartSource has been selected as the official lead retrieval partner for this year's World Congress. They offer a lead retrieval app for use on your own phone.

Click here to view the [Smart Source Lead Retrieval Informational Flyer](#). Their information will also appear in the Exhibitor Service Manual.

Visit their Ordering Portal for more information:  
Project / Access Code - ISHR1025  
Order Link - <https://mysmartsources.com/>

**SmartSource's discount deadline is October 2, 2025. All orders must be placed by October 25, 2025.**

**Questions? Contact:**  
Deb Rogers  
+1-847-610-7121, [drogers@thesmartsources.com](mailto:drogers@thesmartsources.com)

#### **► LOCATION OF THE EXHIBITION FLOOR PLAN:**

Click here to view the [Exhibit Floor Plan](#). Exhibit booths are located at the InterContinental Berlin in the Pavillon, Wintergarten and Potsdam Foyer on the Lobby Level. These exhibit areas are either directly outside of or down the hall from the General Session in the Potsdam Ballroom.

#### **► EXHIBIT BOOTH FEE, DIMENSIONS & DETAILS:**

The fee for each 2 meter deep x 3 meter wide exhibit booth is USD \$3,850 through July 22, 2025 and then \$4,150 after that. To maintain uniformity and to prevent obstruction of view of adjoining exhibit booths, solid or draped objects cannot be higher than 2.5 meters in the back and cannot be higher than one meter along the sides.

##### **The fee for each exhibit booth includes:**

- One 2-meter-deep x 3-meter-wide exhibit booth (white hard-shell structure with gray carpeting)
- A basic ID sign displaying company name and exhibit booth number
- Two spotlights to illuminate the booth space
- One power strip with three outlets (Berlin electrical is 230 volts at frequency of 50 Hertz and the plug type is F. Exhibitors must bring their own converters and adapters.)
- 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 33rdannual.org congress website
- Listing in the ISHRS conference app

For anything additional, you will need to order it through the official suppliers.

Note that **no furnishings are included** in the booth package. You will need to order furnishings at your own expense through the official expo service contractor, Messe Service Bau.

There is **no storage space** for exhibitors in the exhibit area. The ISHRS does not provide storage space for exhibitors. If you require storage, you must create storage space within your booth (not in the aisles) or discuss storage possibilities with DSV or Messe Service Bau.

Per the **energy conservation rule at the InterContinental Berlin**, all electronic devices in the booth must be shut off at the end of each day.

**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.

**► EXHIBIT PERSONNEL REGISTRATION:**

All personnel staffing your exhibit booth must register as exhibit personnel and pay the USD \$450 Booth Personnel Badge Fee, with a maximum of four (4) exhibit personnel per 2x3 meter exhibit booth. If you wish, you may add exhibit personnel up to the maximum of four (4) per exhibit booth using the [Exhibitor Information Form](#) up until September 17, 2025.

Food & beverage provided for exhibit personnel consists of coffee breaks and lunches on Thursday, Friday and Saturday, and refreshments during the Thursday evening Welcome Reception.

**► SHOW SCHEDULE:**

**EXHIBITORS SET-UP:**

Wednesday/October 22, 2025	<b>3:00PM-7:00PM</b>
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**SHOW HOURS:**

Thursday/October 23, 2025	<b>8:00AM-7:30PM</b>
<i>Welcome Reception in Exhibit Area:</i>	<b>6:00PM-7:30PM</b>

Friday/October 24, 2025	<b>10:00AM-5:00PM</b>
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Saturday/October 25, 2025	<b>9:00AM-2:30PM</b>
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**DISMANTLE:**

Saturday/October 25, 2025	<b>2:30PM-6:00PM</b>
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**Exhibits must NOT be disturbed, dismantled or removed before 2:30PM, Saturday, October 25, 2025.** All exhibit materials must be removed from the exhibit area by **6:00PM on Saturday, October 25, 2025.**

**► EXHIBIT PROSPECTUS IS THE EXHIBITOR CONTRACT:**

Please carefully review the [Exhibit Prospectus](#), as it is your exhibitor contract. It is important that all your exhibit representatives are familiar with the rules and terms in this document.

**► NEW THIS YEAR – EXPANDED SPONSORSHIP OPPORTUNITIES:**

**Sponsorship opportunities include:**

- Welcome Reception enhancements
- Berlin Exhibit Hall Quest
- Photo booth sponsorship
- Gala dinner experiences
- Tabletop Exhibit at Live Surgery Workshop
- Final Program Guide Ad
- Hotel Room Drop

See the [Sponsorship Brochure](#) for full details and prices.

**► ANCILLARY FUNCTION REQUEST PROCESS:**

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 via the [Ancillary Function Request Form](#) by September 17, 2025.

**QUESTIONS:**

If you have questions regarding exhibiting, please contact:

Jule Uddfolk, CMP

ISHRS Meetings & Exhibits Manager

Direct Phone: 1-773-883-1236

[juddfolk@ishrs.org](mailto:juddfolk@ishrs.org), [info@ishrs.org](mailto:info@ishrs.org)

Surgical  
Assistants  
Sessions

Breakfast  
Restaurant

Wintergarten  
Catering

West Guestroom  
Elevators

Potsdam Foyer

General Session

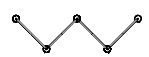
Photo Booth  
Room

Registration

Hotel  
Main Entrance



33rd World Congress Oct 23-25  
Live Surgery Workshop Oct 26  
InterContinental Berlin



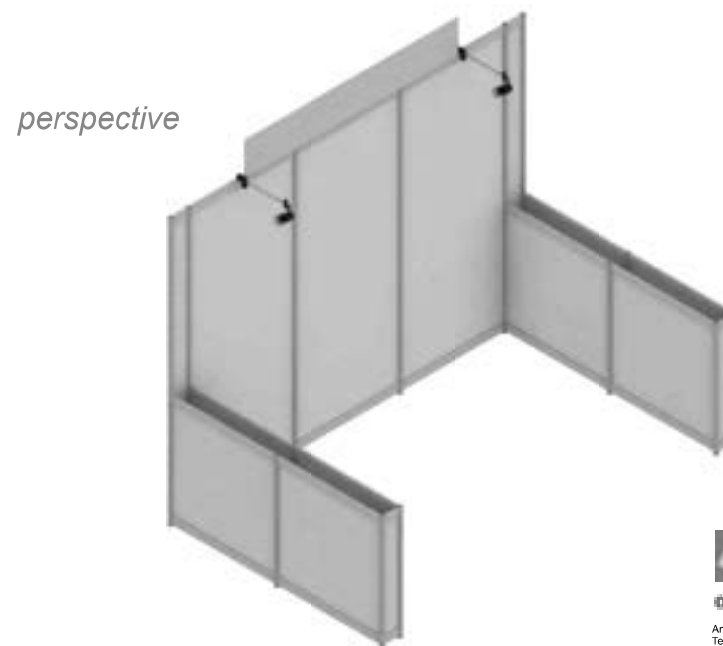
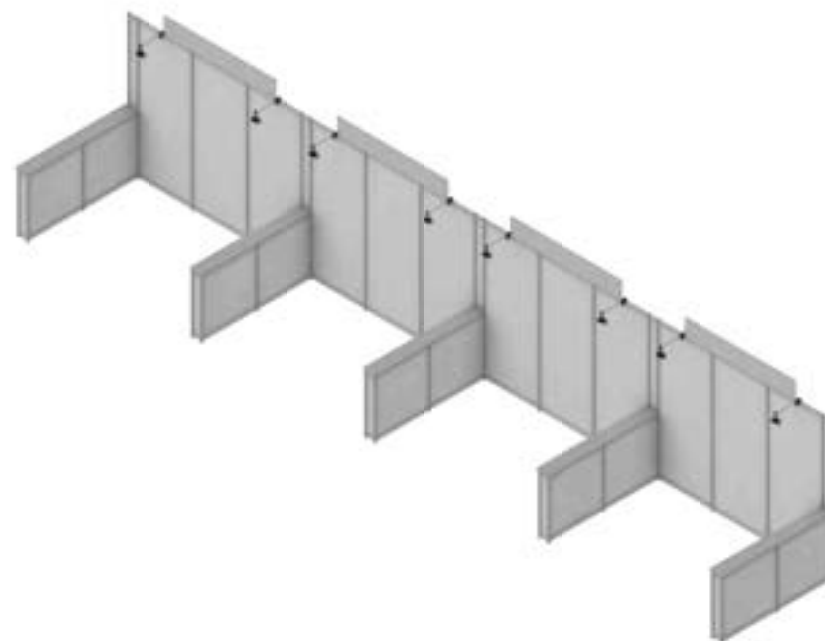
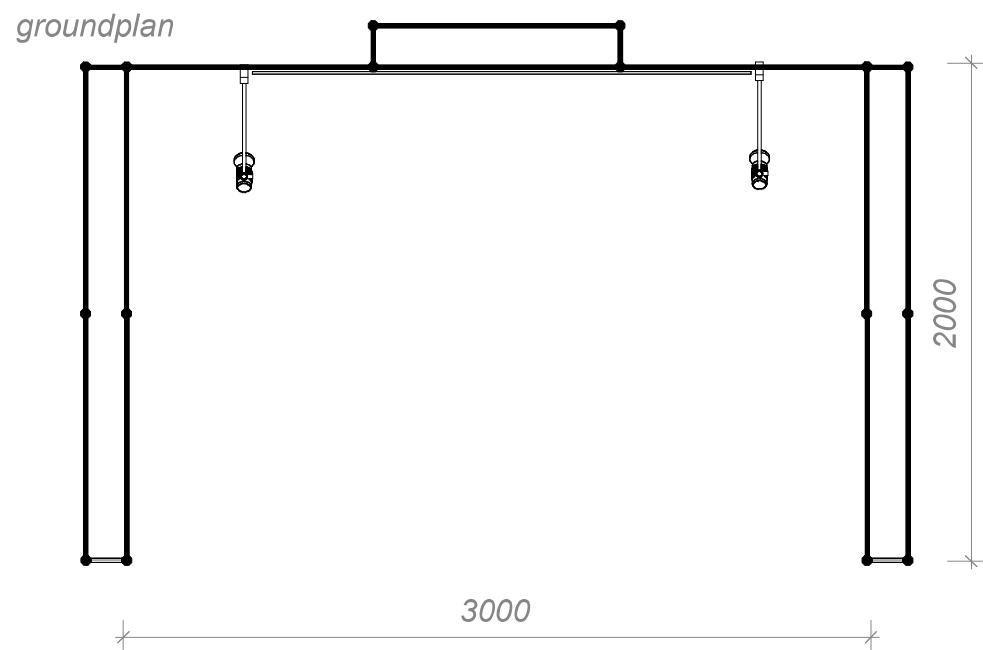
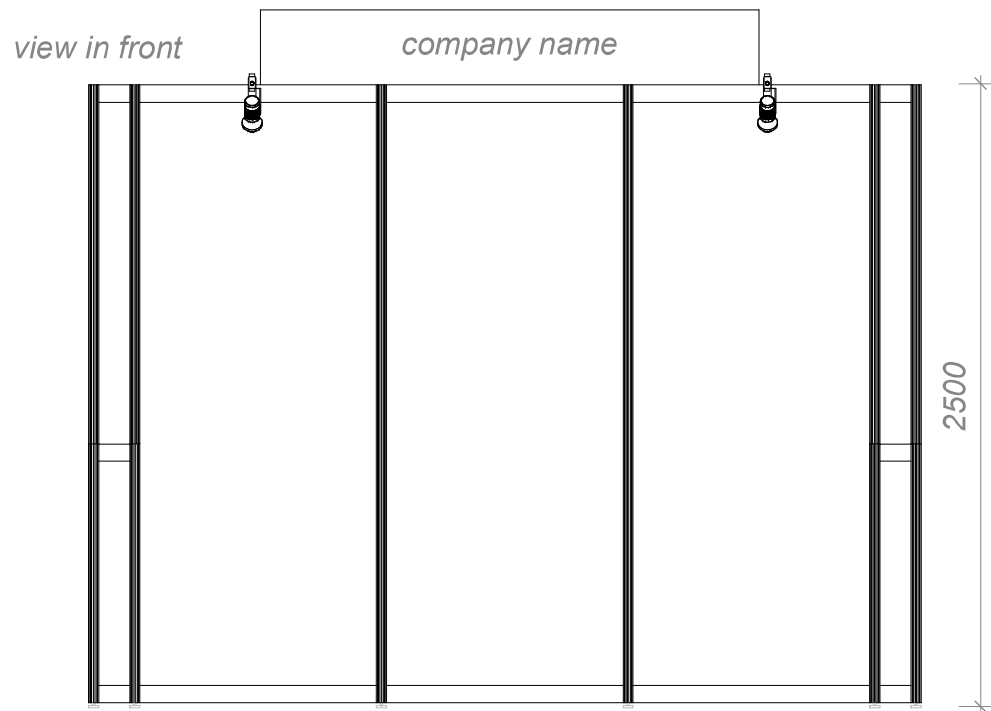
poster boards



69 - 2 x 3 m (d x w) booth







M 1:50 A3



**STANDORT** **STANDORT**

Am Hasensprung 12 • 16567 Mühlenbeck  
 Tel.: 033056 2248-0 • Fax: 033056 2248-11  
[www.messervicebau.de](http://www.messervicebau.de)



33rd World Congress Oct 23-25  
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# **ISHRS 2025**

## **World Congress**

### **Exhibit Prospectus**

## WHO SHOULD EXHIBIT

The exhibit program is designed to provide hair restoration surgeons with first-hand information about products and services specific to the area of hair restoration surgery as well as adjunct procedures, and to serve as a forum for updating the physicians' knowledge of current technological advances in the field of hair restoration surgery.

The ISHRS seeks companies with ethical and truthful advertising. Except where prohibited by law, the ISHRS may accept or reject any application to exhibit at its discretion. The ISHRS also reserves the right to withdraw prior approval of an application if subsequent information indicates the original application was false or misleading or the exhibitor has engaged in unethical, untruthful or unlawful conduct or advertising. Additionally, the ISHRS reserves the right to remove exhibits or parts of exhibits that are in violation of ISHRS exhibitor rules below without any refund.

### The ISHRS will consider exhibitor applications for products and services in the following categories:

- Surgical instruments, supplies and/or equipment
- Medical devices, e.g., FUE devices
- Low level laser therapy (LLLT)/Photobiomodulation (PBM) devices
- PRP-related products
- Pharmaceuticals specific to hair loss
- Holding solutions
- Camouflage products, scalp micropigmentation products
- Imaging, digital photography, microscopes, software
- Office & practice management products, patient financing products
- Scientific publications and textbooks
- Cosmetic items, e.g., non-medical formulations, shampoos, etc.
- Nutritional items
- Other items associated with the diagnosis and treatment of hair loss
- Other products or services associated with the adjunct procedures



*With more than **2.2 million** hair restoration patients treated in 2021, hair restoration surgeons are eagerly seeking new and innovative products and services to ensure excellent patient outcomes and to grow their practices.*

*Exhibiting at the ISHRS 2025 World Congress will give you direct access to the **largest gathering** of hair restoration surgeons worldwide.*



## WHO WE ARE

The International Society of Hair Restoration Surgery (ISHRS) is a global non-profit medical association and a leading, unbiased authority in medical and surgical hair restoration with more than 1,200 members throughout 70 countries worldwide.

Members have backgrounds in varying medical specialties including **dermatology, plastic surgery, general surgery,** and more. Founded in 1993, it was the first, and is now the largest, international society to promote continuing quality improvement and education for professionals in the field of hair restoration surgery.

### AFFILIATIONS



The ISHRS is accredited by the [Accreditation Council for Continuing Medical Education](#), which is the agency responsible for sanctioning medical education for physician licensure in the United States. Obtaining accreditation by this agency is difficult. The ISHRS produces the highest level of education for physicians based on sound educational methods including needs assessment and outcomes.



The ISHRS holds a Delegate seat in the [American Medical Association House of Delegates](#), which is considered “the House of Medicine” in the United States and one of the most important groups to effect standards and legislation.



The ISHRS is a liaison organization member of the [Comite European de Normalisation](#) (CEN) [European Committee for Standardization] task force 403 “Aesthetic Surgery Services” where it assists with developing standards for hair transplantation among countries within the European Union.

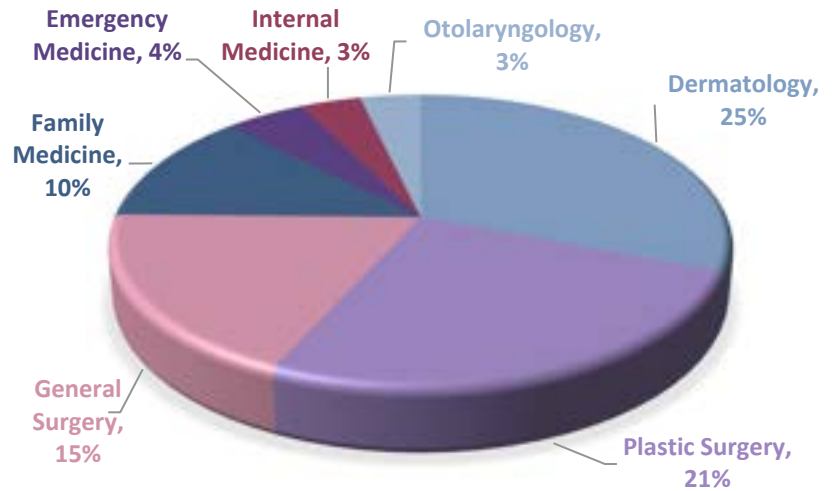


The ISHRS is a member of and leads the entity, [Global Council of Hair Restoration Surgery Societies](#) which is comprised of 23 national and regional societies. Numerous countries’ Ministries of Health have contacted the ISHRS in the past for expert information on industry standards.

### MISSION

The ISHRS is dedicated to achieving excellence in medical and surgical outcomes by promoting member education, international collegiality, research, ethics, and public awareness.

### PHYSICIAN BACKGROUND SPECIALTY



## TIMELINE & IMPORTANT DEADLINES

**July 22:** Last day for early bird booth rate. The booth fee increases after this date.

**July 23:**

- Booth Assignment Date: Notification of exhibit booth number assignment by e-mail
- Exhibitor Service Portal Information sent to exhibitors

**August 28:**

- Final payment due on booth personnel badge fees
- Last day to cancel booths for a partial refund
- Last day to apply for an exhibit booth
- Final product/service description due for inclusion in Onsite Program Guide

**September 17:**

- Exhibitor Information Forms due (names for exhibit personnel badges and Gala ticket purchase)
- Ancillary Function Request Form due, if applicable

**October 6:** Last day to make a substitution or cancel with refund on the in-person fee(s) for your exhibit personnel

## EXHIBITION DATES AND HOURS

*Preliminary and subject to change.*

**EXHIBITORS SET-UP:**

Wednesday/October 22, 2025 **3:00PM-7:00PM**

**SHOW HOURS:**

Thursday/October 23, 2025 **8:00AM-7:30PM**

Welcome Reception in Exhibit Area: **6:00PM-7:30PM**

Friday/October 24, 2025 **10:00AM-5:00PM**

Saturday/October 25, 2025 **9:00AM-2:30PM**

**DISMANTLE:**

Saturday/October 25, 2025 **2:30PM-6:00PM**

**Exhibits must NOT be disturbed, dismantled or removed before 2:30PM on Saturday, October 25, 2025.** All exhibit materials must be removed from the exhibit area by **6:00PM on Saturday, October 25, 2025.**

### Live Surgery Workshop Tabletop Exhibit

The ISHRS Europe Council will hold a Live Surgery Workshop on the Sunday following the World Congress in nearby Potsdam. This educational format is very popular, and we expect it to sell out. Exhibiting companies have an exclusive opportunity to reach attendees at this workshop by purchasing a tabletop exhibit at the Live Surgery Workshop. You will have the option to purchase a tabletop exhibit when registering for the congress. This is a very limited opportunity, so you will want to act quickly.

**Date: Sunday/October 26**

**Location:** Haut + Lasercentrum | Potsdam, Kurfürstenstraße 40, 14467 Potsdam (Approx. 45 minutes from the congress hotel. Transportation will be provided from the Intercontinental Berlin hotel.)

**Expected attendance: 40 participants + Faculty**

**Fee: \$1,250 USD**

Tabletop Exhibit Includes: 1 table, 2 chairs, 2 representative badges, lunch on day of workshop.

Additional information will be sent to companies that purchase this opportunity. All policies, terms, and conditions of the World Congress Exhibit Prospectus pertain to this opportunity, as applicable.

If you have questions about the Live Surgery Workshop, contact Ms. Rachel Ross at [ross@ishrs.org](mailto:ross@ishrs.org).



## **FEES**

**EXHIBIT BOOTH FEE:** (per 2-meter-deep x 3-meter-wide exhibit booth):

**Early Bird Rate (through July 22, 2025):** \$3,850 USD

**Regular Rate (after July 22, 2025):** \$4,150 USD

+

**BOOTH PERSONNEL BADGE FEE:** \$450 USD per exhibit representative badge (maximum of 4 exhibit representatives per 2 x 3 meter booth)

### **The fee for each Exhibit Booth includes:**

- One 2-meter-deep x 3-meter-wide exhibit booth (white hard-shell structure with gray carpeting – see attached illustration)
- A basic ID sign displaying company name and exhibit booth number
- Two spotlights to illuminate the booth space
- One power strip with three outlets (Berlin electrical is 230 volts at frequency of 50 Hertz and the plug type is F. Exhibitors must bring their own converters and adapters.)
- 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 33rdannual.org congress website
- Listing in the ISHRS conference app

Note that no furnishings are included in the booth package. You will need to order furnishings at your own expense through the official expo service contractor.

### **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.

## **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. At least one Booth Personnel Badge Fee must be paid for when applying for the exhibit booth(s). **The exhibit application will not be processed, or space assigned, until the payment is received.**

## **CANCELLATION POLICY**

Written notification of an exhibitor's decision to cancel must be e-mailed to Jule Uddfolk, Meetings & Exhibits Manager, at the ISHRS Headquarters office ([info@ishrs.org](mailto:info@ishrs.org) or fax: +1-630-262-1520). 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, 2025**: Full refund less \$100 administrative fee.
- Cancellation received **July 23-August 28, 2025**: 50% refund of full exhibit booth(s) fee less \$100 administrative fee.
- Cancellation received **after August 28, 2025**: No refund.

Regarding **Exhibit Booth Personnel Fees (paid for each exhibit representative)**, there is no penalty for cancellation up until **October 6, 2025**. After that date, there is no refund for cancellations.

## **CANCELLATION OF MEETING**

In the event the ISHRS 33rd 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 33rd World Congress related costs and expenses incurred by the ISHRS through the date of cancellation, an administrative fee, and overhead charges.

## **EXHIBIT BOOTH INFORMATION**

This year the ISHRS will lease 2-meter-deep x 3-meter-wide exhibit booths. These are white hard-shell booths with 1-meter-high side walls and a 2.5-meter-high back wall, a standard company ID sign, gray carpeting, 2 spotlights for basic illumination and one electrical power strip. No furnishings are supplied by the booth. Furnishings must be ordered by the exhibitor from the official service contractor, at their own expense. Exhibit booths are located at the InterContinental Berlin in the Pavillon, Wintergarten and Potsdam Foyer on the Lobby Level. These exhibit areas are either directly outside of or down the hall from the General Session in the Potsdam Ballroom.

See the Exhibit Floor Plan at the end of this Exhibit Prospectus. NOTE: The floor plan is preliminary and subject to change. The ISHRS reserves the right to amend the floor plan and exhibit booth assignments.

**All custom-built booths (those not using the booth shell provided by the ISHRS) must be approved by the ISHRS.**

The exhibit program is limited to standard spaces that measure 2 meters deep x 3 meters wide and multiples of those standard spaces. A maximum of four (4) exhibit booths per exhibitor is permitted, pending space availability.

Exhibit booth assignments are made on a first come, first served basis. 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. 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. All electrical work must be supplied by the exclusive electrical contractor for the meeting, which is the InterContinental Berlin. 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.

## **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.

## **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.

## **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.

## **PROGRAM GUIDE LISTINGS**

To be included in the onsite program, the exhibit final product/service description must be received by the date listed in the timeline. Technical exhibit descriptions are subject to approval and may only include products and services for which the exhibitor application has been approved. Technical exhibit product/service descriptions are limited to 254 characters (including spaces) and are to be purely descriptive, not including marketing/advertising copy type words such as "best," "leading," etc. Exhibit descriptions must comply with the "EXHIBITOR CLAIMS" section in this Exhibit Prospectus.

## **CONTRACTOR SERVICES**

Full details on the following official suppliers for all services will be listed on the Exhibitor Service Portal which will be available on July 23, as indicated in the timeline.

The following have been selected as the official contractors to service the exhibition at the ISHRS 33rd World Congress:

**Messe Service Bau (MSB)** is the official and exclusive exposition service contractor for this meeting. Messe Service Bau is the sole provider of the following services: trade show rental equipment & furnishings, audio/visual equipment, carpet rental (note that gray carpet is provided in the booth package), exhibit labor for installation & dismantle, and in-booth cleaning. On a non-exclusive basis, MSB also offers signs & graphics and custom-built booths. **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 Jule Uddfolk with the ISHRS at [juddfolk@ishrs.org](mailto:juddfolk@ishrs.org) for further information.

**DSV** is our official international freight partner for the 33rd World Congress. The official freight partner can provide transportation, freight handling/drayage and customs services. **All exhibit shipments must be shipped to DSV's advance warehouse in Berlin, NOT directly to the meeting venue.** You are not required to use DSV's shipping or customs services – you may use the shipper and customs broker of your choice. However, DSV is recommended to assure smooth transit of your exhibit goods. **Please review their information that will be provided early and carefully to become familiar with shipping and import/export rules and regulations for Germany. It is highly recommended that you contact DSV early to be sure you will not have any issues shipping your exhibit goods to Berlin for the 33rd World Congress. Note that many non-EU companies may require EORI #s to ship to Germany and this government application takes time. Do be sure to ask your shipper/customs broker early in the process if your company requires an EORI #.**

**InterContinental Berlin** is the official and exclusive provider of electrical and internet service.

**Regarding internet service**, note that complimentary 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 through the InterContinental Berlin 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 on the Exhibitor Service Portal and in this Exhibit Prospectus.

## **EXHIBITOR BADGES**

**All exhibit personnel (exhibit representatives) must be approved in advance of the show. All names of exhibit personnel must be submitted by September 17, 2025, via the Exhibitor Information Form.** 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 (no badges are included in the booth fee).

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. Exhibitors shall not affix stick-on items, punch, stamp, mark or otherwise deface or mark the exhibitor badges, nor shall they remove the badge from the provided neck lanyard as the lanyard is part of the official badge credential. Individuals who do not have badges will not be permitted into the exhibit area.

## **EXHIBITOR ATTENDANCE AT THE GENERAL SESSIONS**

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.

## **EXHIBIT SPACE ACTIVITIES**

Business activities, circulars and advertising materials of the exhibitor shall only be conducted and/or distributed within the exhibit booth assigned to the exhibitor. Exhibitors are permitted to display only the exhibiting firm's products/services for which they are official distributors and were approved via the Exhibit Application process and to make informal presentations in the exhibit booth regarding the firm's product line or service. Exhibitors are prohibited from conducting any activities on the outside grounds, parking area, or elsewhere at the InterContinental Berlin. 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. Exhibitors may offer food and/or beverage in their exhibit booth as a traffic builder provided it is ordered through the InterContinental Berlin.



(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. The ISHRS reserves the right to preclude any exhibit booth activity or display in its discretion. Audiovisual 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.

## **EXHIBITOR CLAIMS**

Exhibitors shall conduct their exhibits in a professional, truthful, and ethical manner. In connection with their exhibits, exhibitors shall not make statements or claims: (i) which are false or misleading (e.g., scarless surgery); (ii) regarding the efficacy of their products or services in diagnosing, curing, mitigating, treating, or preventing disease, or effecting the structure or any function of the body, which are not truthful, accurate, complete, and scientifically substantiated; (iii) misrepresenting the significance of assessments, clearances, approvals, or other actions by a government authority with respect to their products or services; (iv) suggesting they or their products or services are endorsed by the ISHRS; (v) regarding their products or services or their use, which are inconsistent with the [ISHRS's Consumer Alert on Unlicensed Technicians Performing Hair Restoration Surgery](#), the [ISHRS's Position Statement on Qualifications for Scalp Surgery](#), [Misleading & Inappropriate Messaging Statement](#), and [Physician Practice Alert](#), all of which are incorporated herein by reference; (vi) stating or implying a physiological effect if their products or services are cosmetics or nutritional supplements; or (vii) which are inconsistent with the legal requirements applicable to the exhibitor or its products or services or demonstrably infringe on the intellectual property or other rights of third parties.

Exhibitors may not make a direct comparison to other exhibiting companies or their products/services.

Exhibitors may not use the ISHRS's name, logo, or trademarks (collectively, ISHRS Marks), without the ISHRS's prior written consent. The ISHRS is the exclusive owner of the ISHRS Marks. Despite the foregoing, after the ISHRS accepts an application to exhibit at ISHRS's 33rd World Congress an exhibitor may include in its promotional materials the following statement:

[INSERT EXHIBITOR NAME] will be exhibiting at ISHRS's 33rd World Congress, at the InterContinental Berlin, Berlin, Germany, October 23-25, 2025.

Exhibitors shall notify the ISHRS of any change in their legal status or ability to advertise, market, sell, or distribute its products or services in any market in the world between the date of an exhibitor's application and October 25, 2025. The exhibitor shall notify the ISHRS of any notice or other action by a government, other regulatory or legal authority, or any third-party asserting the exhibitor or its products are not in compliance with applicable law.

## **CONFLICTING EVENTS**

Companies exhibiting at the ISHRS 33rd 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 33rd World Congress. For purposes of this policy, the relevant time frame begins two days immediately prior to the official opening of the ISHRS 33rd World Congress and ends two days after the official close of the ISHRS 33rd 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.

## **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 via the **Ancillary Function Request Form** to the ISHRS Meetings & Exhibits Manager by the date indicated in the timeline. 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 at the InterContinental Berlin for exhibitor use. The exhibiting company must secure its own meeting/function space, whether it be at the InterContinental Berlin, 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.

## **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.

## **GIVEAWAYS**

Atypical giveaways must be approved by the ISHRS (30) thirty days in advance of the ISHRS 33rd 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.

## **CONTESTS AND DRAWINGS**

Exhibitors are allowed to have their own prize drawings and contests within their exhibit booth. Exhibitors shall comply with any and all gaming laws applicable to such drawings or contests. The ISHRS will not announce or publish winners, forward prizes, or otherwise be responsible for an exhibitor's own drawing or contest. The ISHRS reserves the right to review in advance and/or preclude any contest or drawing in its discretion.

## **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.

## **LEGAL COMPLIANCE**

Note that the following are the rules for exhibiting at the ISHRS World Congress in general, however, please check with the country of the current World Congress regarding their rules and regulations that may affect your ability to exhibit and/or sell your product in that country.

**1. GENERAL.** Exhibitors as well as exhibits, displays, brochures, fliers, announcements and other information provided by Exhibitors (collectively, "Exhibits") are required to abide by all applicable laws. All Exhibitors represent and warrant that their Exhibits comply with the applicable laws of the countries in which its drugs, cosmetics, or devices are advertised, manufactured, distributed, sold, or licensed.

**2. FOOD, DRUG, & COSMETICS ACT AND FDA COMPLIANCE.** Exhibitors and Exhibits must comply with all applicable United States Federal Food, Drug & Cosmetic Act (21 U.S.C. § 301 *et seq.*) ("FDC Act") provisions, United States Food, and Drug Administration ("FDA") regulations.

**3. UNITED STATES SALES.** Exhibitors intending to exhibit drugs, cosmetics, or devices for sale in the United States, must comply with the following requirements:

- (i) Exhibitors must possess applicable FDA clearance or approval in order to market devices and drugs in the United States at the World Congress.
- (ii) Exhibitor claims regarding devices and drugs must be consistent with FDA cleared uses and approved indications. Exhibitors may not promote unapproved ("off-label") uses of approved drugs or devices. If there is a common belief that the device or drug may be effective for certain uses, or there is a common use of the device or drug for a condition, but the preponderance of evidence related to the use or condition demonstrates that the device or drug is ineffective, the Exhibit must state there is a lack of evidence that the device or drug is effective for that use or condition.
- (iii) Exhibitors and Exhibits must not create an impression of official FDA approval of a device or drug based on establishment registration, or possession of a registration number.
- (iv) Exhibits for 510(k) cleared devices must not state or imply FDA approval for the device.
- (v) Devices with a pending 510(k) premarket notification may be exhibited, but orders may not be taken, nor can the exhibitor be prepared to take orders such that it could result in contracts for the sale of the device in the United States.
- (vi) Investigational devices and drugs may be displayed solely for the purpose of obtaining clinical investigators to participate in a clinical study. Exhibits for investigational devices and drugs must state "CAUTION: Investigational device. Limited by United States law to investigational use" or "CAUTION: New Drug – Limited by United States law to investigational use."

**4. NON-UNITED STATES SALES.** Exhibitors intending to exhibit drugs, cosmetics, or devices for sale outside of the United States, the following requirements apply:

- (i) Exhibits for drugs, devices, and/or cosmetics not authorized to be sold, licensed, or used in the United States must have a sign prominently displayed identifying those countries in which the drug, device, or cosmetic is legally permitted to be sold, licensed, or used, and stating: "Not Available for Sale in the United States."
- (ii) Exhibits for drugs, cosmetics, and/or devices for sale, license, and/or use outside the United States must have a sign prominently displayed identifying those countries in which the drugs, devices, and/or cosmetics may be legally sold, licensed, and used for the purposes indicated by the Exhibitor and the Exhibit.

If the ISHRS believes an Exhibitor or Exhibit is violating any of the requirements of this Legal Compliance section, the ISHRS may exclude the Exhibitor and Exhibit from the ISHRS 33rd World Congress without liability or further obligation to the

Exhibitor. The ISHRS's right to exclude an Exhibitor is in addition to any other legal right the ISHRS may have against the Exhibitor under this Exhibitor Prospectus, at law, or in equity.

## **USE OF LASERS**

In keeping with recommended safety guidelines for lasers, the ISHRS has adopted regulations for laser exhibitors. Exhibitors operating, or permitting the operation of, lasers represent and warrant that: (i) they shall comply with the ISHRS regulations; and (ii) such lasers will be operated only in a manner that presents no safety risks for exhibition attendees and/or the exhibit area.

## **LASER REGULATIONS**

1. Lasers must be operated in a manner that is consistent with the accepted industry safety standards (i.e., ANSI standards and/or American Laser Institute standards). Under no circumstances may a laser be operated in a manner that poses a safety risk to persons standing or walking in the vicinity of the exhibitor's exhibit space.
2. Lasers must be operated only within an enclosed space with eye protection for those viewing and operating the lasers.
3. All demonstrations of CO2 lasers must be conducted in clear plastic boxes with all sides enclosed, including the top. Smoke evacuators must be used.
4. Appropriate plastic-colored cubicles must also be available for any other type of laser being used, particularly dye, KTP, and ruby lasers.
5. No laser equipment may be left unattended in operable condition.
6. Live patient demonstrations are not permitted.

## **LIABILITY/INSURANCE**

All property of the exhibitor is understood to remain under its custody and control in transit to and from and within the confines of the InterContinental Berlin. The ISHRS, Messe Service Bau, DSV, and the InterContinental Berlin, and their respective officers, directors, members, agents, and employees, do not maintain insurance covering exhibitors' property and such parties are not responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and exhibitor hereby expressly waives and releases any claim or demand it may have against any of them by reason of any damage to or loss of any property of the exhibitor. Although security personnel may be provided by the ISHRS for the night-time protection of the exhibit area, the ISHRS, Messe Service Bau, DSV, and the InterContinental Berlin shall have no liability whatsoever for theft, loss, or damage to property belonging to exhibitors, their agents, employees, business invitees, visitors, or guests.

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.

## **INDEMNIFICATION**

Exhibitor shall indemnify, defend, and hold the ISHRS, the InterContinental Berlin and their respective directors, officers, members, agents, employees and successors, and each of them, forever harmless from and against: (i) any damage or charges resulting from violation of any law or ordinance or violation of the rules and regulations of either the ISHRS or the InterContinental Berlin by exhibitor, or exhibitor's directors, officers, employees, representatives, agents and contractors, except those occasioned by the gross negligence or willful misconduct of the ISHRS or the InterContinental Berlin; and (ii) any and all other claims, liabilities, losses, damages, or expenses (including, without limitation, attorneys' fees), whether those of the exhibitor or a third party, arising, directly or indirectly, from exhibitor's or exhibitor's directors', officers', employees', representatives', agents' and contractors' occupancy and use of the exhibition premises, or any part thereof, except those arising from the gross negligence or willful misconduct of the ISHRS or the InterContinental Berlin.

## **SECURITY**

All property of the exhibitor is understood to remain under its custody and control in transit to and from and within the confines of the InterContinental Berlin. The ISHRS, Messe Service Bau, DSV and the InterContinental Berlin, and their respective officers, directors, members, agents, and employees, do not maintain insurance covering exhibitors' property and such parties are not responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and exhibitor hereby expressly waives and releases any claim or demand it may have against any of them by reason of any damage to or loss of any property of the exhibitor. Although security personnel may be provided by the ISHRS for the night-time protection of the exhibit area, the ISHRS, Messe Service Bau, and the InterContinental Berlin shall have no liability whatsoever for theft, loss, or damage to property belonging to exhibitors, their agents, employees, business invitees, visitors, or guests.

## **WAIVER OF LIABILITY**

Exhibitor hereby waives any and all claims, actions, causes of action, losses, and damages of any kind or nature exhibitor may have against ISHRS, the InterContinental Berlin, and their respective directors, officers, members, agents, employees and successors, directly or indirectly resulting from, arising out of, or in any way related to this Exhibit Prospectus. This waiver of liability applies to all claims, actions, causes of action, losses, and damages of any kind or nature whatsoever, including, but not limited to, direct, indirect, general, special, incidental, consequential, exemplary, statutory, contractual, or damages or losses of any other kind or type. This waiver of liability applies whether the alleged liability is based on contract, negligence, tort, strict liability, or any other basis and even if ISHRS or the InterContinental Berlin knew or should have known of the possibility of such damages. This waiver of liability shall be enforceable to the maximum extent permitted by applicable law.

## **CHANGE OF LOCATION**

If the selected location is not available or if, in its sole discretion, the ISHRS believes that it is in its best interests to do so, the ISHRS shall move the ISHRS 33rd World Congress to another location.

## **ACCESSIBILITY**

Exhibitor represents and warrants that its exhibit booth shall be reasonably accessible and usable by persons with disabilities and that it will be in compliance to the extent applicable under regulations implementing Title III of the Americans with Disabilities Act.

## **OTHER REGULATIONS**

It is the responsibility of the exhibiting company to see that all exhibitor staff are aware of and adhere to these rules and conduct themselves in a professional manner throughout this meeting.

The ISHRS shall have the sole authority to interpret and enforce all rules and regulations governing exhibitors and the ISHRS 33rd World Congress. Any and all matters not specifically covered herein are subject to decision by the ISHRS. These rules and regulations may be amended at any time by the ISHRS upon written notice to all exhibitors. Each exhibitor expressly agrees to be bound by the rules and regulations set forth herein and by any amendments thereto adopted by the ISHRS from time to time. Any exhibitor or exhibitor representative who, in the opinion of the ISHRS, conducts itself unethically may immediately be dismissed from the ISHRS 33rd World Congress without refund or other appeal.

## **VIOLATION OF RULES**

A violation of ISHRS's rules, regulations, and/or policies will result in a 2-year ban from exhibiting at any ISHRS meeting, at the ISHRS's sole discretion. The company may reapply in 2 years. If another violation occurs, then the company will be banned for 3 years.

A violation onsite at the meeting may result in denial of access to the exhibit area, denial of exhibit display installation, and/or closing or removal of the exhibitor's exhibit display. In the event an exhibitor violates the ISHRS rules, regulations, and/or policies and is prohibited from continued use of the exhibit booth, the exhibit booth & personnel fees are non-refundable.

## **For further information contact:**

Jule Uddfolk, CMP, Meetings & Exhibits Manager  
International Society of Hair Restoration Surgery, 1932 S. Halsted St., Suite 413, Chicago, IL 60608, USA  
Direct Phone: 1-773-883-1236, HQ Phone: 1-630-262-5399, Fax: 1-630-262-1520  
Direct email address: [juddfolk@ishrs.org](mailto:juddfolk@ishrs.org); Headquarters: [info@ishrs.org](mailto:info@ishrs.org)

*Rev. 04/22/25*

**See Exhibit Floor Plan  
on the next page**



(Preliminary and subject to change)

Surgical  
Assistants  
Sessions

Breakfast  
Restaurant

Wintergarten  
Catering

West Guestroom  
Elevators

Potsdam Foyer

General Session

Photo Booth  
Room

Registration

Hotel  
Main Entrance



33rd World Congress Oct 23-25  
Live Surgery Workshop Oct 26  
InterContinental Berlin

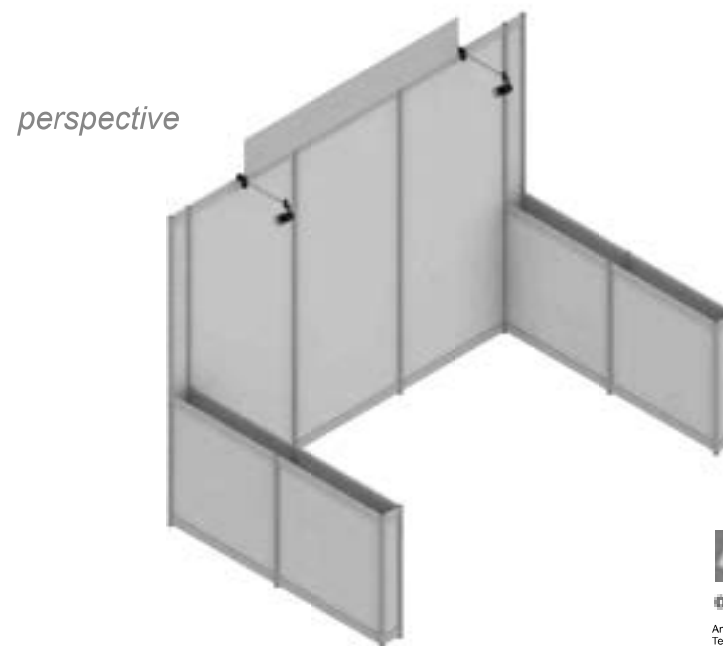
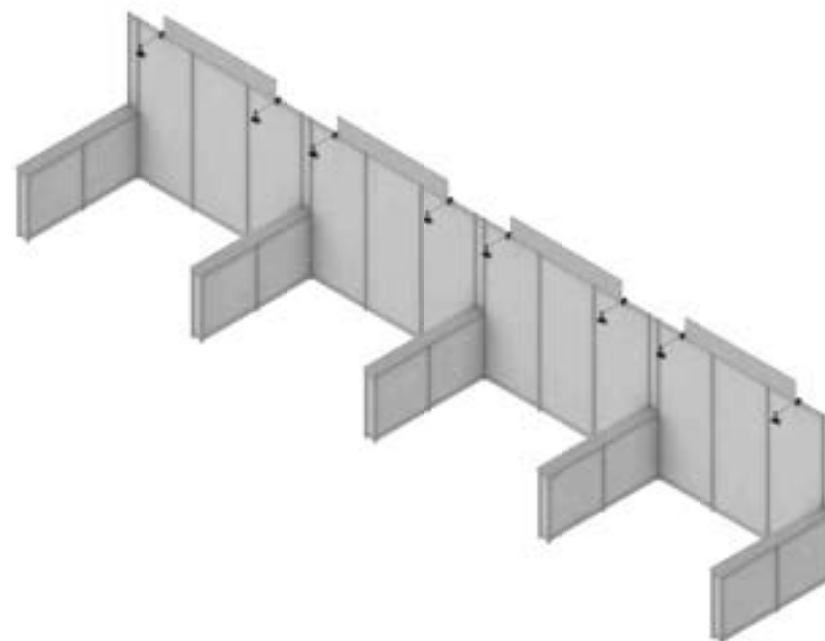
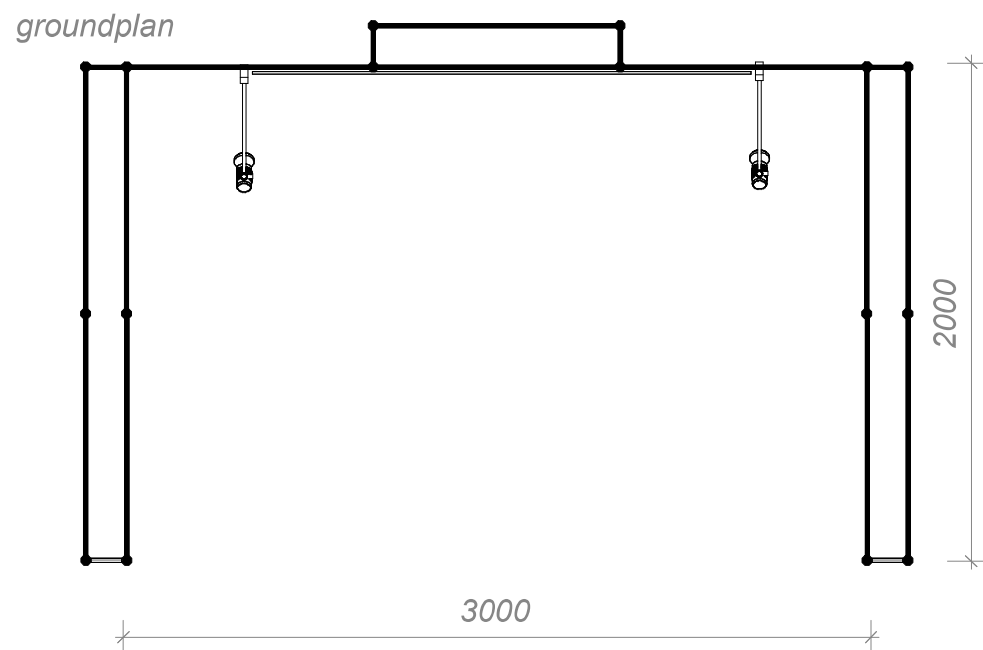
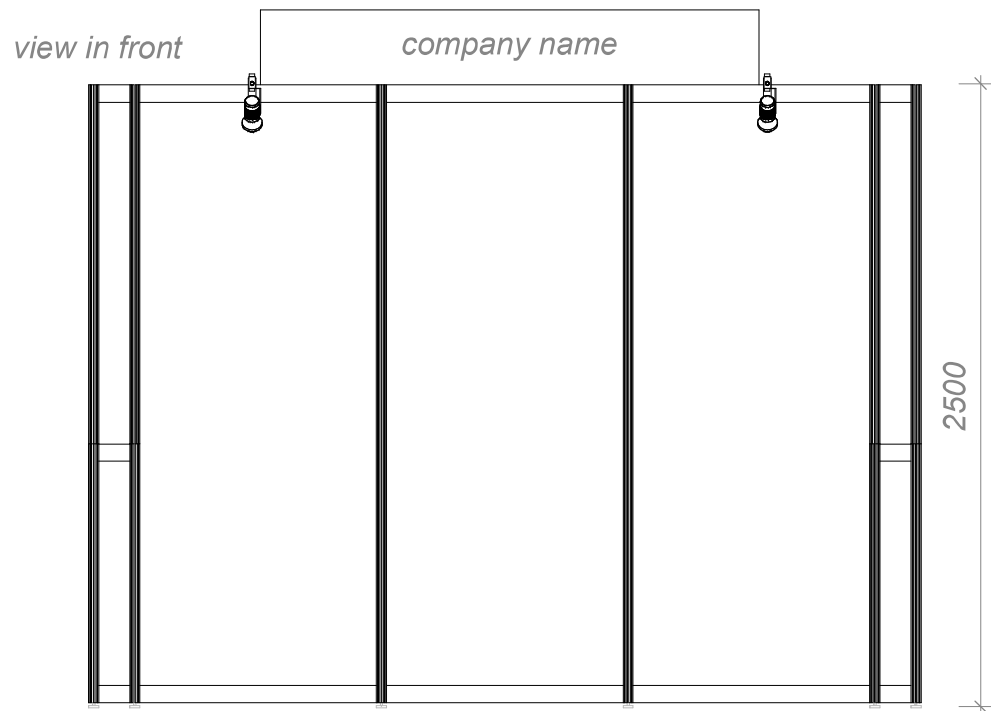


poster boards



69 - 2 x 3 m (d x w) booth





M 1:50 A3



**STANDORT** **STANDORT**

Am Hasensprung 12 • 16567 Mühlenbeck  
Tel.: 033056 2248-0 • Fax: 033056 2248-11  
[www.messervicebau.de](http://www.messervicebau.de)

# **Messe Service Bau**

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## **Exclusive Expo Service Contractor**

Messe Service Bau is the **EXCLUSIVE, SOLE PROVIDER** of the following services:

- trade show rental equipment & furnishings
- audio/visual equipment
- carpet rental (note that gray carpet is provided in the booth package)
- exhibit labor for installation & dismantling
- in-booth cleaning

On a **NON-EXCLUSIVE basis**, Messe Service Bau also offers:

- signs & graphics
- custom booth options\*

[Click here](#) to enter Messe Service Bau's webshop.

All orders must be placed online.

**ORDER DEADLINE: September 22, 2025**

**Questions? Contact:**

[ishrs2025-berlin@messeservicebau.de](mailto:ishrs2025-berlin@messeservicebau.de)

phone: +49 33056 2248-0

fax: +49 33056 2248-11





**MESSESERVICEBAU**  
PROJEKTE GMBH BERLIN

**Your contact:**

Messe Service Bau  
Projekte GmbH Berlin  
Am Hasensprung 12  
D-16567 Mühlenbeck

Hotel InterContinental Berlin | Budapester Straße 2 | 10787 Berlin | Germany

**SELECTED ITEMS FOR YOUR EXHIBITION STAND**

**DEADLINE FOR ALL ORDERS: 22nd SEPTEMBER 2025**

Phone: +49 33056 2248 0

Fax: +49 33056 22 48 11

[ishrs2025-berlin@messeservicebau.de](mailto:ishrs2025-berlin@messeservicebau.de)

**CHAIRS & TABLES**



Chair „Ken“  
(white/black)



Cantilever „Metroline“  
(only black)



Barstool „Leipzig“  
(only black)



Barstool „LemGo“  
(black/white)



Conference table  
(black/white)



Loungetable „Bambus“  
(only white)



Sitting Table  
(black/white)



High table „GoIn“  
(black/white)



Club chair  
(black/white)



Bridge table

**Please order here!**

<https://csp.messeservicebau.com/en/ishrs-registrierung>







**MESSESERVICEBAU**  
PROJEKTE GMBH BERLIN

**Your contact:**

Messe Service Bau  
Projekte GmbH Berlin  
Am Hasensprung 12  
D-16567 Mühlenbeck

Hotel InterContinental Berlin | Budapester Straße 2 | 10787 Berlin | Germany

**SELECTED ITEMS FOR YOUR EXHIBITION STAND**

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[ishrs2025-berlin@messeservicebau.de](mailto:ishrs2025-berlin@messeservicebau.de)

**COUNTERS, SIDEBOARDS, SHOWCASES**



Sideboard „Garda“



Showcase high



Table showcase



Counter „MB Maxima“



Desk „Cesar“

**Please order here!**

<https://csp.messeservicebau.com/en/ishrs-registrierung>





**MESSESERVICEBAU**  
PROJEKTE GMBH BERLIN

**Your contact:**

Messe Service Bau  
Projekte GmbH Berlin  
Am Hasensprung 12  
D-16567 Mühlenbeck

Hotel InterContinental Berlin | Budapester Straße 2 | 10787 Berlin | Germany

**SELECTED ITEMS FOR YOUR EXHIBITION STAND**

**DEADLINE FOR ALL ORDERS: 22nd SEPTEMBER 2025**

Phone: +49 33056 2248 0

Fax: +49 33056 22 48 11

[ishrs2025-berlin@messeservicebau.de](mailto:ishrs2025-berlin@messeservicebau.de)

**AUDIO/VIDEO**



TV/Screen – 40"/43"



TV/Screen – 55"



Mini-PC  
(for universal and direct using  
via HDMI-PORT of the TV)



TV floor stand

**Please order here!**

<https://csp.messeservicebau.com/en/ishrs-registrierung>



# **DSV Global**

# **Transport &**

# **Logistics**

## **Official Freight Partner**

## **Shipping Instructions**

If you have **questions**, please contact:

### **Venice, FL, USA**

**Contact Person:** Mr. Rob Henry, Manager of International Fairs & Events

**Office:** +1-786-577-6752, **E-mail:** [rob.henry@dsv.com](mailto:rob.henry@dsv.com)

**Contact Person:** Mrs. Regina Cox, International Project Manager

**Office:** +1-786-577-6755, **E-mail:** [regina.cox@dsv.com](mailto:regina.cox@dsv.com)

### **Krefeld, Germany**

**Contact Person:** Mr. Max Trimborm, Manager

**Office:** +49 (0) 2151 737 1488, **E-mail:** [maximilian.trimborm@dsv.com](mailto:maximilian.trimborm@dsv.com)

**Contact Person:** Ms. Jessica D'Anna, Show Manager

**Office:** +49 (0) 2151 737 1468 , **E-mail:** [jessica.danna@dsv.com](mailto:jessica.danna@dsv.com)

**IMPORTANT POINTS FOR SHIPPING (regardless of your carrier):**

- 1. All exhibit shipments, regardless of which shipper/customs broker you use, must be shipped to DSV's advance warehouse, NOT directly to the meeting venue.** The **only exception** is that DSV will receive exhibitor deliveries at the InterContinental Berlin docks **ONLY on Wednesday, October 22<sup>nd</sup> during exhibitor set-up hours, starting at 1:00PM**. Deliveries to the meeting venue on any other days will not be accepted. Contact DSV for further instructions if you plan to ship directly to the meeting venue.
- 2. Many non-EU companies might be required to have a EORI # to ship to Germany and this government application takes time. Do be sure to ask your shipper/customs broker early in the process if your company requires an EORI #. If you are shipping through DSV, our official freight partner, the ISHRS's EORI # will be used for your shipment as needed.**
- 3. Non-EU exhibitors are advised to NOT hand carry exhibit goods** which will be subject to customs clearance on arrival. In the event you are stopped at the airport upon arrival, you may be required to hand over the goods along with the required paperwork. Not following the proper customs clearance procedures in advance may result in your not having your exhibit goods for the show.

**Click here to view the [DSV Shipping Instructions](#). They are also included in this document starting on the next page.**



Global Transport and Logistics

# SHIPPING INSTRUCTIONS

ISHRS 2025 World Congress  
InterContinental Berlin  
Berlin, Germany  
October 23-25, 2025

Presented by :  
DSV Fairs & Events  
Krefeld, Germany  
DSV Fairs & Events  
Venice, FL USA



# SHIPPING INSTRUCTIONS 2025

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## Introduction

**DSV Fairs & Events** has been appointed as the Official Freight Forwarder and On-site Material Handling Contractor for **ISHRS 2025 World Congress**. We provide specialized freight forwarding services and transportation arrangements for exhibition materials, including customs clearance and on-forwarding after the event. Our main target is to ensure that you and your show teams receive the very best freight and handling assistance in the run up to, during and after the event.

The following instructions are provided to assist you in the planning of your exhibition shipping arrangements. All ISHRS exhibitor freight must be shipped to DSV's advance warehouse. The only exception is that DSV will receive exhibitor deliveries at the InterContinental Berlin docks **ONLY** on Wednesday, October 22nd during exhibitor set-up hours. Deliveries to the meeting venue on any other days will not be accepted and refused.

### During the event:

DSV Fairs & Events will be contactable during the build-up & break-down period via mobile phone and e-mail.

## Contact Details

### DSV Solutions LLC, Fairs & Events Venice, FL USA

Name: Mr. Rob Henry, Manager of International Fairs & Events  
E-mail: [rob.henry@dsv.com](mailto:rob.henry@dsv.com)  
Tel: 786-577-6752

Name: Mrs. Regina Cox, International Project Manager  
E-mail: [regina.cox@dsv.com](mailto:regina.cox@dsv.com)  
Tel: 786-577-6755

### DSV Solutions GmbH, Fairs & Events: Krefeld, Germany

Name: Mr. Max Trimborm, Manager  
E-mail: [maximilian.trimborn@dsv.com](mailto:maximilian.trimborn@dsv.com)  
Tel: +49 (0) 2151 737 1488

Name: Ms. Jessica D'Anna, Show Manager  
E-mail: [jessica.danna@dsv.com](mailto:jessica.danna@dsv.com)  
Tel: +49 (0) 2151 737 1468

## Exhibition Timetable

Set up booths:	Wednesday, October 22nd late afternoon, hours TBA
Show dates:	Thursday, October 23rd to Saturday, October 25th
Dismantle booths:	Saturday, October 25th

All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this [LINK](#)

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## Road Freight

## Consignee for CMR

DSV Solutions GmbH  
Fairs & Events  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main  
Germany  
EORI No. DE 5122295  
VAT No. DE 210099057

## Consignee for Commercial Invoice and Packing List

ISHRS 2025 World Congress  
"Hall & Stand no."  
InterContinental Berlin  
Messegelaende  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main – Germany

## Notify

## ISHRS 2025 World Congress

Exhibitor name.....  
Hall ..... Stand .....  
Max Trimborn  
Tel: +49 (0) 2151 737 1488  
E-mail: [de.fairs.kre@de.dsv.com](mailto:de.fairs.kre@de.dsv.com)

Delivery address for the Advance Warehouse

DSV Solutions GmbH  
Fairs & Events  
Messegelaende Frankfurt, Cargo Center, 3rd Floor  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main - Germany

## Copy documents to DSV Fairs &amp; Events

For Non-EU shipments please send copies of Order Form, CMR & Pro Forma invoices to DSV F&E Germany, T1, Carnet TIR or ATA must be handed over by driver as Original to DSV staff on site

Tel: + 49 (0) 2151 737 1488  
E-mail : [de.fairs.kre@de.dsv.com](mailto:de.fairs.kre@de.dsv.com)



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## Sea Freight

## Consignee for B/L

DSV Solutions GmbH  
Fairs & Events  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main  
Germany  
EORI No. DE 5122295  
VAT No. DE 210099057

## Consignee for Commercial Invoice and Packing List

ISHRS 2025 World Congress  
**"Hall & Stand no."**  
InterContinental Berlin  
Messegelaende  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main – Germany

## Notify

**ISHRS 2025 World Congress**  
Exhibitor name.....  
Hall ..... Stand .....  
Max Trimborn  
Tel: +49 (0) 2151 737 1488  
E-Mail: [de.fairs.kre@de.dsv.com](mailto:de.fairs.kre@de.dsv.com)

Please only use shipment B/L as "express release"

**Freight arrival LCL: Hamburg Port**

**Freight arrival FCL: Hamburg Port**

**DOCUMENTS REQUIRED - SEA FREIGHT**

- Express or surrendered Bill of Lading
- Commercial / Pro Forma invoice include HS Code per item
- Packing List include HS Code per item
- For temporary import: customs POA (form on request)
- For permanent import: customs POA (form on request)

All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this [LINK](#)

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## Air Freight

### AWB Consignee

DSV Solutions GmbH  
Fairs & Events  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main  
Germany  
EORI No. DE 5122295  
VAT No. DE 210099057

### Consignee for Commercial Invoice and Packing List

ISHRS 2025 World Congress  
"Hall & Stand no."  
InterContinental Berlin  
Messegelaende  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main – Germany

### Notify

#### ISHRS 2025 World Congress

Exhibitor name.....  
Hall ..... Stand .....  
Max Trimborn  
Tel: +49 (0) 2151 737 1488  
E-mail: [de.fairs.kre@de.dsv.com](mailto:de.fairs.kre@de.dsv.com)

All Air freight consignments must arrive at **Frankfurt Airport (FRA)**

### DOCUMENTS REQUIRED - AIRFREIGHT

- AWB
- Commercial / Pro Forma invoice include HS Code per item
- Packing List
- For temporary and permanent import: customs POA (form on request)

All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this [LINK](#)

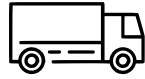
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## Deadlines



## Road Freight Arrival:

Via Advanced Warehouse receiving

**First Day for Receiving: Monday, September 22nd****Last Day for Receiving: Friday, October 17th****Pre-Alert: Minimum 10 working days prior to stand delivery!**

## Air Freight Arrival:

Destination: Frankfurt (FRA)

**10 working days prior to stand delivery****Pre-Alert: Minimum 15 working days prior to stand delivery!**

## Sea Freight Arrival:

Destination: Hamburg Port

**LCL : 20 working days prior to stand delivery****FCL : 20 working days prior to stand delivery****Pre-Alert: Min. 35 working days prior to stand delivery!**

Please send your full set of Pre-Alert before the shipments arrive prior to the deadlines above to the following e-mail addresses:

[de.fairs.kre@de.dsv.com](mailto:de.fairs.kre@de.dsv.com) and [exhibitions@dsv.com](mailto:exhibitions@dsv.com)

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## Customs Clearance

### Customs Documents

ALL shipments from outside the European Union must be accompanied by customs documents. Please see below to find out the documentation that is required.

Goods that will not be returning after the event (such as literature, give-away items or goods intended for sale during the event) should be documented using:

A Pro-forma invoice (see template on the final page of this document)

This should be completed on your letterhead, addressed as follows:

### **ISHRS 2025 World Congress**

Exhibitor.....

Hall.....

Stand.....

The invoice should list all of your items with a value for each item, and also a total value at the bottom of the invoice. Please describe your items clearly. Please remember the description will have to be understood by people not familiar with your products. Invoice should clearly state that the goods are “giveaways”.

Items which will be imported permanent must be separated from temporary items! This means: 1 Commercial / Pro Forma Invoice or CIPL

### New and Important Customs Requirements

If you are shipping through DSV as the meeting's official freight company, the ISHRS's EORI number will be used for your shipment. In this case you do not need to have your own company EORI number.

**If you are NOT shipping through DSV but through another carrier, please read the below:**

German Customs now requires an EORI number for all import shipments. The registration process is handled solely by German Customs, we encourage you to register online well in advance as the actual process takes approximately 2 weeks.

Once you have registered for your EORI number, you will be registered in the Customs system for future shipments to all of Europe and will not have to register again.

**Customs clearance will not occur without either an EORI number or proof of your EORI application in the form of an email confirmation from Customs after you submit your application.**

Please complete EORI - Blank Application (form 0870a\_en) and email to [antrag.eori@zoll.de](mailto:antrag.eori@zoll.de) (German General Customs Directorate in Dresden) by PDF file only as an attachment. You will get an automatic response e-mail message after sending your completed form.

Please save copy of the automated e-mail reply and copy of completed form for our clearance handling and send it with your hr-e-° lert

All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this [LINK](#)

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## Case Markings

For easy identification, all packages shall be marked as follows:

**ISHRS 2025 World Congress**

c/o DSV Fairs & Events

Name of Exhibitor : \_\_\_\_\_

Hall/ Stand Number: \_\_\_\_\_

Case Numbers: 1 of ... (2 of ... 3 of ...)

Gross Weight/Net Weight: \_\_\_\_\_

Dimensions: L x W x H in cms

## Courier Shipments

DSV Fairs & Events offer a range of pre-show shipment receiving options (both courier and general shipments) to offer you piece of mind that your shipment has been received and will be delivered to your stand.

We will receive your shipment at our warehouse, transport it to site and deliver to your stand.

We also offer a receiving service for your courier shipments, if you or your client, cannot be on stand to receive and sign for the goods.

All courier shipments have to be sent under **Incoterm DAP**

**Delivery Address**

DSV Solutions GmbH

Fairs & Events

Messegelaende Frankfurt, Cargo Center, 3rd Floor

Ludwig-Erhard-Anlage 1

60327 Frankfurt am Main - Germany

Attn: Max Trimborn

Tel: +49 (0) 2151 737 1488

E-mail: [de.fairs.kre@de.dsv.com](mailto:de.fairs.kre@de.dsv.com)

Please contact DSV F&E for additional details and charges.

E-mail: [de.fairs.kre@de.dsv.com](mailto:de.fairs.kre@de.dsv.com)

**Courier arrival deadline and customs cleared:** Friday, October 17th

All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this [LINK](#)

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## Proforma Invoice

The Commercial/ Pro Forma invoice or Combined Invoice Packing List (CIPL) must contain the following information:

- Detailed description of goods in English
- HS Code per item
- Quantity
- Value per item / total value
- Term of delivery: **DAP Frankfurt**
- Number of pieces
- weight in kg & dimensions in cm (L x W x H)
- Country of Origin
- Specification if temporary or permanent clearance is required

## T1 instructions

Consignee: DSV Solutions GmbH  
Fairs & Events  
Messegelaende Frankfurt, Cargo Center  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main – Germany

Customs Department Code – Zollamt Osthafen/Messe: DE 003358  
DSV Solutions (Fairs & Events) – EORI: DE 5122295

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## Heavy Lift – Oversized Goods

For all shipments requiring a crane, forklift above a 5 tons capacity or exceeding dimensions 200x200x200cms, please ensure that DSV Fairs & Events are contacted prior to the goods being shipped to the show to agree on the set up date, equipment and special requirements you may need. Failing to do may result in delays and major problems on-site. Please contact us for more information.

## Hand Carry

Overseas exhibitors are not encouraged to hand-carry exhibits which will be subject to customs clearance on arrival. In event the exhibits are stopped at airport of arrival, exhibitors are required to handover the shipments along with the Invoice and Packing list to Customs Authorities at airport against issuance of Custody Receipt. Thereafter handover the original Custody Receipt along with copy of invoice and packing list to us urgently for customs clearance. In which case please allow up to 2 working days for customs clearance prior to delivery to the booth. All charges for this urgent clearance shall be for account of the exhibitors

## Insurance

Insurance of the cargo is not included in our scope of work / tariff and same to be arranged by Exhibitor with an express and unconditional waiver of subrogation towards DSV, partners and our sub-contractors

For shipments arriving in apparent damaged condition, the airport or seaport will not assist with surveys and provide any damage reports. The goods will need to be surveyed on site by the exhibitor's survey company to process any claims.

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition and the return of the exhibits. Including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally.

**Upon written instructions, DSV F&E can offer the exhibitor insurance coverage at competitive premiums. Please just give us a hint in order for us to offer you the according rates.**

All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this [LINK](#)

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Thank you for reviewing our shipping instructions, we hope that it was helpful to you with the planning of your shipment and documents. It is our philosophy and belief that proper planning, accuracy of documents, and a proactive approach are all critical for a successful shipment to an exhibition.

As your exhibition freight forwarder, DSV Solutions Fairs & Events staff and team will be happy to assist you in all the necessary. If you have any further questions which have not been answered here, or require any other information about the show, please contact us at your convenience.

**DSV Solutions GmbH**  
**Fairs & Events**  
Nirostastr. 3  
47807 Krefeld  
Germany

**DSV Solutions LLC**  
**Fairs & Events**  
1100 S. Tamiami Trail, Suite B  
Venice, FL 34285  
USA

Manager of International Fairs & Events

**Mr. Rob Henry** | [Rob.Henry@dsv.com](mailto:Rob.Henry@dsv.com) | 786-577-6752

International Project Manager

**Mrs. Regina Cox** | [Regina.Cox@dsv.com](mailto:Regina.Cox@dsv.com) | 786-577-6755

Manager

**Mr. Max Trimborn** | [Maximilian.Trimborn@dsv.com](mailto:Maximilian.Trimborn@dsv.com) | +49 (0) 2151 737 1488

Show Manager:

**Ms. Jessica D'Anna** | [Jessica.Danna@dsv.com](mailto:Jessica.Danna@dsv.com) | +49 (0) 2151 737 1468

### Terms of Payment

Inward: Upon uplift of goods, prior to delivery to stand.

Outward: Upon presentation of invoice/prior to dispatch of shipments

Overseas payments to be made by credit card or Electronic payment (ACH/Wire) to our bank account. Remittance details should be emailed to [L902remittance@us.dsv.com](mailto:L902remittance@us.dsv.com) and [mandy.henry@dsv.com](mailto:mandy.henry@dsv.com). Please indicate your company name and total payment amount in the subject line.

Please note that credit will only be offered if you have an active credit account with **DSV Solutions LLC**.

Transfer funds to:

**ABA: 026010786 SWIFT: NDEAUS3N**

**Account: 4075443001**

**Nordea Bank Finland**

**1211 Avenue of Americas, 23rd Floor**

**New York, New York 10036**

All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this [LINK](#)

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## ADVANCED WAREHOUSE SHIPPING LABELS – GERMANY



### ADVANCED WAREHOUSE GERMANY

**PRIORITY**

TO

EXHIBITING COMPANY NAME

BOOTH NUMBER :

NUMBER OF PIECES

OF

DSV Fairs & Events  
c/o AMK Logistik GmbH  
For: ISHRS 2025 World Congress  
Dorfstr. 53  
12529 Schoenefeld Germany

Show Name: ISHRS 2025 World Congress

- LAST DAY for warehouse deliveries: Friday, October 17th



### ADVANCED WAREHOUSE GERMANY

**PRIORITY**

TO

EXHIBITING COMPANY NAME

BOOTH NUMBER :

NUMBER OF PIECES

OF

DSV Fairs & Events  
c/o AMK Logistik GmbH  
For: ISHRS 2025 World Congress  
Dorfstr. 53  
12529 Schoenefeld Germany

Show Name: ISHRS 2025 World Congress

- LAST DAY for warehouse deliveries: Friday, October 17th



# SHIPPING LABELS



PRIORITY

DIRECT-TO-SHOWSITE

TO


EXHIBITING COMPANY NAME

BOOTH NUMBER :	NUMBER OF PIECES	OF
----------------	------------------	----

Event: ISHRS 2025 World Congress  
Exhibiting Company Name & Booth #  
InterContinental Berlin  
Budapester Strasse 2 | 10787 Berlin | Germany

**FOR YOUR DRIVER:**  
Please use the signposted are in front of the Pavillion on Budapester Strasse

- Freight can only arrive Direct-to-Show Site: Wednesday, October 22nd starting @ 1:00 PM



PRIORITY

DIRECT-TO-SHOWSITE

TO

EXHIBITING COMPANY NAME

BOOTH NUMBER :	NUMBER OF PIECES	OF
----------------	------------------	----

Event: ISHRS 2025 World Congress  
Exhibiting Company Name & Booth #  
InterContinental Berlin  
Budapester Strasse 2 | 10787 Berlin | Germany

**FOR YOUR DRIVER:**  
Please use the signposted are in front of the Pavillion on Budapester Strasse

- Freight can only arrive Direct-to-Show Site: Wednesday, October 22nd starting @ 1:00 PM

Please place one of the provided labels on each piece being shipped to ensure that it is delivered to the correct location. If you need additional labels, copies of the original label are acceptable.

# **InterContinental**

## **Berlin**

### **Additional electricity & IT, in-booth food & beverage**

Regarding electricity, each exhibit booth will include one power strip with three outlets. Additional or upgraded electrical needs to be ordered from the hotel, at the exhibitor's expense.

Berlin electrical is 230 volts at frequency of 50 Hertz and the plug type is F. Exhibitors must bring their own converters and adapters.

**ORDER DEADLINE: September 22, 2025**

**Questions? Contact:**  
[orderishrs2025@ihg.com](mailto:orderishrs2025@ihg.com)

<b>Coffee breaks</b> (Minimum of 10 persons, including coffee and tea)		Number needed	Day	Time served
<b>French Connection</b>				
Oven-fresh Danish pastry				
Croissant filled with Brie cheese				
Yoghurt with crème fraîche lavender honey	20.00 per person			
<b>Berliner Luft</b>				
Doughnuts with fruity fillings				
Red fruit jelly with vanilla crumble				
Rye bread with Havelland ham	20.00 per person			
<b>International Light Line (vegan)</b>				
Seasonal fruit smoothie				
Cocos yoghurt with granola and blueberries				
Wholemeal bread with oriental vegetable spread and avocado	22.00 per person			
<b>Craft Food US</b>				
California sandwich with prawn, wasabi mayonnaise and pomegranate				
HTA sandwich with hummus, tomato and avocado				
Grapfruit salad with roasted peanuts and honey				
Philadelphia lemon cheesecake with strawberries and Oreo crumble	25.00 per person			
<b>Snacks</b>		Number needed	Day	Time served
Croissants – various toppings	7.– per piece			
American sandwiches – various toppings	7.– per piece			
Small fruit basket (12 pieces)	25.00 per piece			
Danish pastry	5.50 per 2 pieces			
Muesli bar	3.50 per piece			
Tea biscuits	14.– per 100 g			
<b>Beverages</b>		Number needed	Day	Time served
Coffee	29.50 per liter			
Tea	29.50 per liter			
Soft drinks	7.50 per bottle (0,2 l)			
Water (still/fizzy)	6.50 per bottle (0,25 l)			
Water (still/fizzy)	16.50 per bottle (0,75 l)			
Orange juice or apple juice	7.50 per bottle (0,2 l)			

Status: 22 November 2024 / All prices in Euro inkl. VAT.

Questions? Contact [orderishrs2025@ihg.com](mailto:orderishrs2025@ihg.com)InterContinental Berlin · Budapester Straße 2 · 10787 Berlin, Germany  
Tel: +49 (30) 26 02-0 · Fax: +49 (30) 26 02-26 00 · [www.berlin.intercontinental.com](http://www.berlin.intercontinental.com)INTERCONTINENTAL.  
BERLIN



**Contact details**

Company name	Contact person
Company address	
Telephone number contact person	E-mail address contact person

**Event details**

Event name	Event period
Booth number	Exhibition room

**Invoice details**

Invoice address	
Sales tax ID	Purchase order number
Special requests/wishes for your invoice	

Please send the completed form by **September 22, 2025** to: **orderishrs2025@ihg.com**  
In case of late order, the hotel reserves the right to charge a "late charge".

Authorized persons

Please inform us of the contact persons who are authorized to sign and place orders in the run-up to the event and/or during the event. Furthermore, you hereby confirm that all persons listed here are authorized (with mobile phone number) to place orders in written form, i.e. also by email. By naming the authorized signatories, you undertake to fulfill all payment claims to which we are entitled on the basis of the orders placed. You acknowledge this obligation with your signature.

Name of booth organiser (please print)	Name of owner/legal representative (please print)	Job title of owner/legal representative (please print)
Date		Signature of owner/legal representative



# CREDIT CARD AUTHORIZATION

Fax back to: +49 (30) 2602 2600  
or per scan to:  
**orderishrs2025@ihg.com**

---

## Credit Card Information

Credit Card Number:  
(only last 4 digits)

---

For security reasons we kindly ask you to send us the first 12 digits of the credit card number in a separate email or fax.  
Without the complete number the authorization is not acceptable.

Expired Date:

---

Exact Name on Card:

---

Signature on Card:

---

Please enclose a copy of identification (ID Card) of the cardholder with a clearly visible and matching signature.

## Billing Address

Company Name:

---

Street:

---

Post Code and City:

---

Telephone Number:

---

Date and Signature:

---



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INTERCONTINENTAL®  
BERLIN

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# **SmartSource**

## **Official Lead Retrieval Service Partner**

**Early discount pricing for orders received by October 2, 2025**

**Single app license: \$175 USD**

**Three app license: \$350 USD**

**Five app license: \$450 USD**

**DISCOUNT ORDER DEADLINE: October 2, 2025**

**Questions? Contact:**

Ms. Deb Rogers

[drogers@thesmartsource.com](mailto:drogers@thesmartsource.com)

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