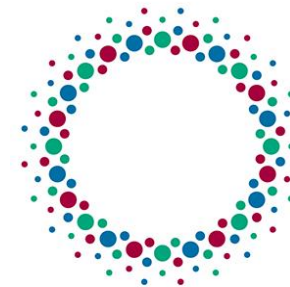


WTC 2025

Exhibitor Manual

August 2-6 | Moscone Center
San Francisco, USA



WTC 2025

World Transplant Congress

San Francisco, USA | August 2-6

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Congress Summary

World Transplant Congress 2025

Date: August 2 – 6, 2025
Location: San Francisco, USA
Venue: Moscone Center | 701 Howard St, San Francisco, CA 94103
Room: HALL ABC, Exhibit Level
Website: <https://www.moscone.com/>

Purpose & Host

The World Transplant Congress (WTC) is a significant Congress in the field of organ transplantation, organized jointly by the American Society of Transplant Surgeons (ASTS), the American Society of Transplantation (AST), and The Transplantation Society (TTS). The Congress serves as a platform for experts from around the globe to meet and share research, discuss advancements, and address challenges in organ transplantation.

WTC 2025 Congress highlights the three main elements below:

- **Scientific Sessions:** presenting cutting-edge research and clinical practices in transplantation led by renowned keynote speakers.
- **Educational Workshops:** providing updates on the latest in transplant medicine and practical skills in the field.
- **Networking Opportunities:** facilitating networking, collaborations, and partnerships among transplant professionals & experts.



WTC 2025

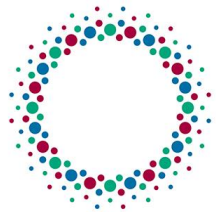
World Transplant Congress

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Contact Information

WTC Secretariat



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AST AMERICAN SOCIETY OF
TRANSPLANTATION



Exhibit Fulfillment Manager

Izumi Van den Bergh

TEL: +81 80 4056 3780 (WhatsApp only)

✉: wtc2025-fulfilment@icsevents.com

Partnership Sales Manager

Tess Brown

TEL: +1 249 227 1199

✉: wtc2025-partnerships@icsevents.com

Registration Manager

Megan Tadeson

✉: wtc2025-registration@icsevents.com

Housing Manager

Kirsty Graham

✉: wtc2025-housing@icsevents.com

Contact Information

WTC Vendors



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General Show Services

Company: T3 Expo

TEL(US): +1 888 698 3397

TEL(Int'l): +1 617 764 9895

✉ (orders): orders@t3expo.com

✉ (help): help@t3expo.com

Lead Retrieval Services

Company: fielddrive

Kobe Hightower

TEL(Mobile): +1 801 358 0091

✉: kobe@fielddrive.com

Power Services

Company: Edlen Electrical Exhibition Services

Katrina Zanger

TEL(Office): +1 650 225 0900

TEL(Mobile): +1 650 808 7539

✉: kzanger@edlen.com;

sanfrancisco@edlen.com

AV Services

Company: Encore

Sandy Riege

✉: sandy.riege@encoreglobal.com

Venue Services (Catering)

Company: Moscone Center

Natalie Sancimino

TEL(Office): +1 415 267 6437

TEL(Mobile): +1 415 815 6323

✉: nsancimino@moscone.com

Venue Services (Internet)

Company: Moscone Center

Dan Bora

TEL(Office): +1 415 974 4053

✉: Dbora@moscone.com;

internet@moscone.com

Staffing Services

Danny Oplinger

Company: AFCS, Inc. & ActionFigures, LLC

TEL: +1 415 216 7521

✉: danny@afstaffing.com

Security Services

Company: Maloney, a TS4 Congress Security Services

TEL: +1 415 335 6552

✉: Congress@ts4security.com

Deadlines

Congress Secretariat - ICS



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	Mandatory Forms *Online Platform	Return to/ Inquiry to	Due Date
<input type="checkbox"/>	Approval for custom-built booth (No form)	Exhibit Fulfillment Manager Izumi Van den Bergh ✉	Thu, May 1, 2025
<input type="checkbox"/>	Certificate of Insurance (mandatory)		
<input type="checkbox"/>	Booth Entertainment Request Form		
<input type="checkbox"/>	Giveaway Request		
<input type="checkbox"/>	* Exhibit Staff Registration	Inquiry: Registration Manager Megan Tadeson ✉	Tue, July 8, 2025
<input type="checkbox"/>	* Accommodation	Inquiry: Housing Manager Kirsty Graham ✉	Thu, May 5, 2025 (group) Thu, July 3, 2025 (individual)
<input type="checkbox"/>	*** Logo, Company Bio	Exhibit Fulfillment Manager Izumi Van den Bergh ✉	Thu, July 3, 2025 (individual)

Please refer to the separate email entitled:

* “WTC 2025 | Registration Instructions”

*** “WTC 2025 | Exhibitor Portal”

All emails above are sent from wtc2025-fulfilment@icsevents.com

Please note that the Registration Instruction email that also includes the accommodation instruction would only be sent to sponsors/ exhibitors after the sponsorship/ exhibit payment is made.

Deadlines

Show Service Provider – T3

TEL(US): +1 888 698 3397
 TEL(Int'l): +1 617 764 9895
 ✉ (orders) : orders@t3expo.com
 ✉ (help) : help@t3expo.com



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	<u>Exhibitor Services Kit</u>	Order Link	Due Date
<input type="checkbox"/>	Presta™ Rental Exhibit Package Order Deadline	T3 <u>Order Form</u>	Wed, June 25, 2025
<input type="checkbox"/>	Receiving at Advance Warehouse Begins		
<input type="checkbox"/>	Presta™ Rental Exhibit Package Artwork Submission Deadline		Wed, July 2, 2025
<input type="checkbox"/>	Exhibitor Appointed Contractor Form Deadline		
<input type="checkbox"/>	Presta™ Rental Exhibit Package Artwork Approval Deadline		
<input type="checkbox"/>	Turnkey Modification Deadline		Wed, July 9, 2025
<input type="checkbox"/>	T3 Service Orders Advance Discount Deadline		
<input type="checkbox"/>	Custom Furniture Advance Discount Deadline		
<input type="checkbox"/>	Last Day for Advance Shipments to Arrive without Surcharges		Wed, July 23, 2025
<input type="checkbox"/>	Direct Shipments to Show Site May Begin Arriving After 8:00 am		Thu, July 31, 2025
<input type="checkbox"/>	All Exhibits Must Be Set by 3:00 pm		Sat, Aug 2, 2025
<input type="checkbox"/>	All Carriers Must Check In by 1:00 pm		Wed, Aug 6, 2025

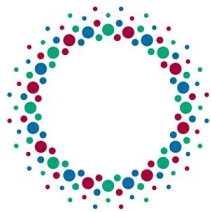
If you're using your own show service provider, please note that material handling and delivery to show site will still need to be under T3 to access to the loading bay with the union rules. Please connect with T3 on how to coordinate between their services and your external stand builder.

Deadlines

Lead Retrieval – fielddrive

Kobe Hightower
TEL(Mobile): +1 801 358 0091
✉ : kobe@fielddrive.com

	Lead Retrieval Details and Order link	Due Date
	https://shop.fielddrive.com/events/2025-world-transplant-congress/	June 30, 2025



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Deadlines

Power - Edlen Electrical Exhibition Services

Katrina Zanger
TEL(Office): +1 650 225 0900
TEL(Mobile): +1 650 808 7539
✉ : kzanger@edlen.com;
sanfrancisco@edlen.com

	Exhibitor Services	Order Link	Due Date
	Electrical Order	https://ordering.edlen.com/login	Sun, July 13, 2025 (Advance Payment)



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Deadlines

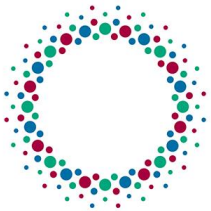
Encore

Sandy Riege

✉: sandy.riege@encoreglobal.com

	Exhibitor Services	Order Link	Due Date
	Exhibitor Kit	https://eventnow.encoreglobal.com/myevents/result/index/show_id/00bdee72-3420-ef11-840a-7c1e5217ac67	Aug 5, 2025

- * Orders can be taken throughout the event as long as equipment is available.
- * Early bird discount until July 14th, 2025.



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Deadlines

Catering/ Internet - Moscone Center

	Forms	Return to	Due Date
	Catering Menu *Exhibitor options starts on the page 41 *Boxed lunches on page 12 Catering Order Form Sample F&B Authorization Form	Alicia Ng  & Manuel Lewis 	Menus by June 18, 2025 Final July 10, 2025
	Telecommunications Order Form	Dan Bora  Moscone Center 	Advance rate: 10 business day prior to event days * Standard rate after this



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Deadlines

Security - Maloney, a TS4 Congress Security Services

	Order Forms	Return to	Due Date
<input type="checkbox"/>	Security Order Form * Include booth floor plan if available.	Maloney 	July 19, 2025



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Exhibition & Key Break Schedule



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WTC 2025 Secretariat: International Congress Services Ltd.
 555 Burrard Street Vancouver, BC Canada V7X 1M8
 Email: <wtc2025-fulfilment@icsevents.com>

	Date	Time	
Exhibitor Move-In ¹ (20x20 & Larger Booth ONLY)	Thursday, July 31	8:00am - 5:00pm	
Exhibitor Move-In ¹	Friday, August 1 st Saturday, August 2 nd	8:00am - 5:00pm 8:00am - 3:00pm	*Need to be show ready by 5pm
Exhibition Show Hours & Key Breaks	Saturday, August 2 nd	Exhibit Show Hours 5:00pm - 7:00 pm Medical Affairs Booths 7:00am – 7:00pm	Welcome Reception ² 5:30pm - 7:00pm
	Sunday, August 3 rd	Exhibit Show Hours 9:30am - 4:30pm Medical Affairs Booths 7:00am – 6:00pm	AM Break 9:30am - 10:00am Lunch 12:45pm - 2:15pm PM Break & Posters 3:30pm - 4:30pm
	Monday, August 4 th	Exhibit Show Hours 9:30am - 4:30pm Medical Affairs Booths 7:00am – 6:00pm	AM Break 9:30am - 10:00am Lunch 12:45pm - 2:15pm PM Break & Posters 3:30pm - 4:30pm
	Tuesday, August 5 th	Exhibit Show Hours 9:30am - 4:30pm Medical Affairs Booths 7:00am – 6:00pm	AM Break 9:30am - 10:00am Lunch 12:45pm - 2:15pm PM Break & Posters 3:30pm - 4:30pm
Exhibitor Move-Out ³	Tuesday, August 5 th Wednesday, August 6 th	4:15pm - 8:00pm 8:00am - 2:00pm	
Carrier Check-in	Wednesday, August 6 th	By 1:00pm	

Exhibition & Key Break Schedule

¹ All exhibitors will have access to the Exhibit Hall **1 hour before** and **30 minutes after** Show Hours.

² Welcome Reception Details:

Location: Moscone South – Exhibit Hall A, B & C

Cost: Complimentary for all registered delegates; guests require a ticket

Access: WTC2025 badge must be worn and guests must show a ticket

Details: Immediately after the Opening Keynote and Plenary that kicks off the Program. Come join us at the Welcome Reception which officially kicks off the many Networking events during WTC 2025.

³ Regular move-out will commence after 4:15pm. Empty crates may only be returned to the Exhibit Halls at that time.

[CLICK HERE](#) for the Preliminary Program at a Glance (PAAG)



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Exhibit Staff Registration & Badges

Megan Tadeson

✉: wtc2025-registration@icsevents.com

Exhibit Staff Registrations grant access to the following privileges:

- Access to all Scientific Sessions (Except ticketed sessions)
- Access to Exhibit Hall
- Congress Materials
- Welcome Reception
- Refreshment Breaks

An email with the registration link, complimentary registration codes and instructions will be sent to each exhibitor.

Your support agreement will display how many exhibitor badges your organization will receive.

Please refer to the email “WTC 2025 | Registration Instructions” from wtc2025-fulfilment@icsevents.com.
The email will be sent to you within March.

Please note that the Registration Instruction email that also includes the accommodation instruction would only be sent to sponsors/ exhibitors after the sponsorship/ exhibit payment is made.

Exhibitors may collect their badges on-site at the Registration Desk after a brief identification check during the exhibition move-in period.



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Accommodations

Kirsty Graham

✉: wtc2025-housing@icsevents.com

Accommodation will be completed through the same link as your registration. Once your registration is complete, you'll have access to the accommodation options available for WTC delegates.

The WTC 2025 Secretariat (International Congress Services Ltd.) is the official housing bureau for WTC 2025 and will help with the coordination of housing requirements for the Congress. We have negotiated special room rates with hotels near the Moscone Center. Special rates and added complimentary amenities are only available to delegates who book through the official housing bureau.

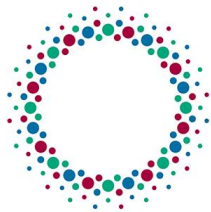
If you have a group of 10 or more that you would like to register or book accommodation for, please contact us at wtc2025-housing@icsevents.com.

Deadline for the accommodation: May 5, 2025 (group) / July 3, 2025 (individual)

Please note that the Registration Instruction email that also includes the accommodation instruction would only be sent to sponsors/ exhibitors after the sponsorship/ exhibit payment is made.

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 WTC Congress website, with the dedicated link sent to you.

Note: WTC 2025 asks that all attendees book rooms within the official room block to ensure the success of the WTC.



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Material Handling

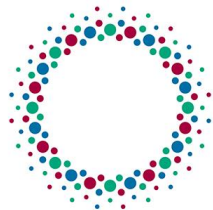
Show Service Provider – T3

TEL(US): +1 888 698 3397

TEL(Int'l): +1 617 764 9895

✉ (orders) : orders@t3expo.com

✉ (help) : help@t3expo.com



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Shipping with the Official Transportation Service Provider

T3 Expo Warehouse is the official transportation service provider for WTC 2025.

To ensure all shipments arrive on time, the use of the Official Transportation Service Provider and Advance Warehouse is highly recommended.

Download the label to ship to the Advance Warehouse: [CLICK HERE](#)
(it includes the mandatory Material Handling Form <page 14, 15 & 16>).

Please make sure to address “**WTC - Show Management**” in the label.

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

Material Handling

Show Service Provider – T3

TEL(US): +1 888.698 3397

TEL(Int'l): +1 617 764 9895

✉ (orders) : orders@t3expo.com

✉ (help) : help@t3expo.com

a. Choosing Your Carrier

Please carefully consider your carrier prior to booking your shipment(s) to and from the Congress. Various carriers are set up to operate on a certain schedule or with limited delivery procedures. Please be sure to review your carrier's policies. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

POV (Privately Owned Vehicle): If you are delivering your materials to show site in your own vehicle, there may be Material Handling charges applied.

Please refer to the Union Regulations in this kit and plan accordingly. T3 has jurisdiction over the loading dock based on these regulations.

b. Rate Classifications

Crated: Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces; shipping crates, fibers, cartons and pallets are acceptable.

Small Package: A shipment of any number of pieces with a combined weight of 1-50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.



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Material Handling

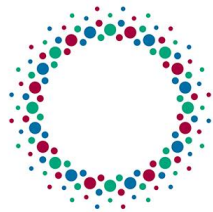
Show Service Provider – T3

TEL(US): +1 888 698 3397

TEL(Int'l): +1 617 764 9895

✉ (orders) : orders@t3expo.com

✉ (help) : help@t3expo.com



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c. Additional Fees May be Applicable

Late to Warehouse Fee: Shipments arriving after Wednesday, July 23, 2025 will be charged an additional 30%.

Off Target Fee: You must schedule your delivery within WTC move-in times. If your freight is received Off Target, there will be an additional fee of 30% of your Material Handling costs for that shipment.

d. Overtime/Double Time

- Overtime is before 8:00 am and after 4:30 pm, Monday-Friday, and all day Saturday. Double Time is all day Sunday and observed Union holidays.
- Based upon the Material Handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
 - Shipments are received on overtime.
 - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo's control, is moved into show site on overtime.
 - Shipments are loaded out on overtime.

Material Handling

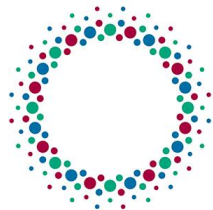
Show Service Provider – T3

TEL(US): +1 888 698 3397

TEL(Int'l): +1 617 764 9895

✉ (orders) : orders@t3expo.com

✉ (help) : help@t3expo.com



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e. Outbound Shipping

- A Material Handling form **MUST** be filled out for any shipment leaving the Expo Hall. These forms can be picked up at the T3 Expo Service Desk. All accounts must be settled prior to requesting this form.
- Once you have filled out the Material Handling form and ALL of your booth materials are packed, labeled, and ready for shipping, please return the completed form to the T3 Expo Service Desk – **DO NOT LEAVE THIS FORM IN YOUR BOOTH SPACE.**

f. Overtime/Double Time

- A Material Handling form **MUST** be filled out for any shipment leaving the Expo Hall. These forms can be picked up at the T3 Expo Service Desk. All accounts must be settled prior to requesting this form.
- Once you have filled out the Material Handling form and ALL of your booth materials are packed, labeled, and ready for shipping, please return the completed form to the T3 Expo Service Desk – **DO NOT LEAVE THIS FORM IN YOUR BOOTH SPACE.**

Carrier Check-in: All carriers must be checked in no later than Wednesday, August 6, 2025 by 1:00 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

UPS or Federal Express: To use these carriers, you **MUST** have their shipping labels for each piece and schedule your pick-up. Without these, your freight will **NOT** be picked up by either.

Material Handling

Show Service Provider – T3

TEL(US): +1 888 698 3397

TEL(Int'l): +1 617 764 9895

✉ (orders) : orders@t3expo.com

✉ (help) : help@t3expo.com



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Shipping Address - Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: World Transplant Congress 2025

c/o: T3 Expo
c/o: Palmisano Delivery Service
365 East Grand Avenue, Unit C
South San Francisco, CA 94080

Information

Advance shipments will be accepted beginning on Wednesday, June 25, 2025 through Wednesday, July 23, 2025 between the hours of 8:00 am – 4:00 pm.

Shipments received after Wednesday, July 23, 2025 will be charged an additional 30% per pound.

Please note when overtime rates apply as stated on Material Handling pages.

Material Handling

Show Service Provider – T3

TEL(US): +1 888.698 3397

TEL(Int'l): +1 617 764 9895

✉ (orders) : orders@t3expo.com

✉ (help) : help@t3expo.com



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Shipping Address - Direct Shipments to Show Site

Address

To: (Exhibiting Company Name)
(Booth #)

For: World Transplant Congress 2025

c/o: T3 Expo
c/o: Moscone South
Halls A and B
799 Howard Street
San Francisco, CA 94103

Information

Direct shipments are accepted starting on Thursday, July 31, 2025 beginning at 8:00 am and throughout published Congress hours.

Please note when overtime rates apply as stated on Material Handling pages.

Guidelines for Display Rules and Regulations



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a. Non-Smoking Venue

Smoking, including vaping and e-cigarettes, is not permitted anywhere within The Moscone Center, including back- of-house areas and loading docks.

b. Move-in Times & Access

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

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

Guidelines for Display Rules and Regulations

c. Safety

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

The WTC 2025 Secretariat, The Moscone Center and/or local authorities can enforce an order of dismantling of booths and exhibits that have not been approved or do not follow the regulations. Frequent inspections will be held during the exhibition period. Please adhere to the [regulations](#) strictly, for safety purposes.

No one under the age of 18 years may be allowed in the exhibit area during move-in/out or during any of the Congress dates. 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.



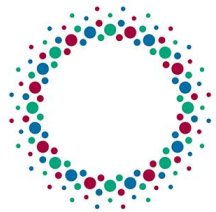
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Guidelines for Display Rules and Regulations



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d. Construction Limitations

The exhibitor and their affiliates are liable for any damage they cause to building, floors, walls, columns, and to standard exhibit equipment. Application of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors and walls or to standard exhibit equipment is strictly prohibited. Any damages made by an Exhibitor and/or their affiliates will require compensation for the cost of recovering any damaged facilities to the original state. Under no circumstances may the weight of any equipment or exhibit material exceed the maximum floor load weight of the exhibit hall. The exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure, knowingly or otherwise, to distribute the load of his exhibit material to conform to maximum floor loading specifications. **Trucks delivering freight to The Moscone Center cannot have trailers exceeding 53' in length and cannot exceed 13'6" in height.**

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 be relocated. This restriction is designed to give an equal opportunity to every exhibitor in terms of space and visibility.

Guidelines for Display Rules and Regulations



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d. Construction Limitations

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

- ☐ Unfinished portions of pop-up displays must be covered. Exposed sides and backwalls (pop-up framework, raw wood, cardboard wings) of all booths must be painted or appropriately covered in a neutral color (white or grey) if visible from another booth, without visible technical materials.
- ☐ If you have any custom exhibit equipment, contact [T3](#) for the advice if it needs to be pre-manufactured outside the area beforehand.
- ☐ Electrical tools such as compressors, welders, electrical saws, electrical grinders, and electrical planes are not allowed to be used inside the hall.

Also, painting besides finishing is not allowed inside the hall (fire prevention safety rule). Due to electricity lines under the floor, exhibitors must be careful not to spill water or wash the floor with water.

Guidelines for Display Rules and Regulations



WTC 2025

World Transplant Congress

San Francisco, USA | August 2-6



e. Rigging

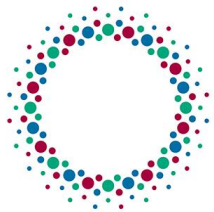
Rigging and hanging in the Moscone Center is permitted for the booths '20'x20' and above, within the exhibit space. Any rigging requests are to be evaluated separately from your custom booth design. All rigging and hanging from the hang points throughout the facility is subject to mandatory approval by show management and is expected to meet generally accepted industry standards.

Please contact T3 at <https://wtc-2025-1701971.mybigcommerce.com/wtc-2025/> should you wish to order rigging for your exhibition space before submitting your final booth design so we can advise on rigging points.

Definitions:

- **Hanging:** Straight down (dead hang) from any approved hang point (eyebolt) or sign cable in The Moscone Center limited to 1,000 lbs. Hanging may be performed by employees or subcontractors of the General Service Contractor/Service Providers who are competent and completely knowledgeable with the house hang points and rules and regulations.
- **Rigging:** Hanging which requires bridling, side loads, trusses and/or exceeds 1,000 lbs. Qualified and trained riggers must perform all rigging. Rigging must meet O.S.H.A. and A.N.S.I. standards and conform to the manufacturer's specifications. All rigging is subject to inspection by ASM.
- **Hang Point:** Rated and approved points designated by ASM to sustain loads.
- **Bridling:** Bridles between 45 and 90 degrees with the use of a 3/4" Crosby Swivel eye may not exceed 1,500 lbs.

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e. Rigging

General Rigging Regulations:

- Rigging shall be performed by employees or subcontractors of the General Service Contractor/Service Provider who are competent and completely knowledgeable with the house hang points and rules and regulations.
- Only contractors specifically approved to rig may perform this operation within The Moscone Center.
- Each Contractor must appoint a single person who is responsible for all rigging and hanging, and provide the name of the designee to ASM.
- Plans and locations for any items hung or rigged which weigh 1,000 lbs. or more must be submitted to ASM for review at least thirty (30) days in advance of move-in. Plan review does not guarantee the safety of the actual rigged item. Failure to provide plans may result in the on-site denial or removal of said rigging.
- All hanging and rigging hardware fasteners and gear must meet O.S.H.A. and A.N.S.I. standards.
- All custom rigging, i.e. hand-swaged slings (Nico Press) must have an owner's identification.
- Any freestanding structure 12 feet in height or greater, without a certified engineer's stamp, must be tied off to rig points to secure it.
- All requests for rigging outside of our approved hanging locations must be made in writing to the assigned Moscone Center House Head and the appropriate Event Manager no less than thirty (30) days in advance of an event.

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e. Rigging

Ceiling

- 2,000 Lbs. per hang point (eyebolt) straight down
- Ratings decrease when bridling. Bridles between 45-90 degrees may not exceed 500 Lbs.

Arches

- 1,000 Lbs. per point straight down
- 500 Lbs. out
- 125 Lbs. side load
- Sign cable has a 25Lbs. per sign limit. No heavy loads permitted
- Airwall tracks may not be used for hanging or rigging under any circumstances



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Exhibition Hall Rules & Regulations

f. Security

The Exhibition Hall will be locked during non-Exhibit hours. Security will be provided during the set-up, show and dismantling period. Although 24-hour 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 the WTC 2025 Secretariat's consent. The Secretariat and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies at all times.

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

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

The first aid room at Moscone Center is located at the Moscone Center, South Building on the Exhibit Hall Level behind Hall C.



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Exhibition Hall Rules & Regulations

g. Catering

The exclusive caterer for the Moscone Center is SAVOR. For more information on the menus please download the Catering Order Forms below.

[Catering Menu](#)

*Exhibitor options starts on the page 41

*Boxed lunches on page 12

[Catering Order Form](#)

[Sample F&B Authorization Form](#)

h. Cleaning

The WTC 2025 Secretariat is responsible only for emptying baskets along the pathways and keeping the shared space clean. Exhibitors will be responsible for keeping their booths clean at all times. Download the Cleaning Order Form [HERE](#).



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Exhibition Hall Rules & Regulations

i. Move-out and Removal

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

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

j. Announcements/Messages

Announcements made by exhibitors will not be permitted during the show.



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Exhibit Space Setup

a. Booth Package

10 x 10 Booth Space includes the following items:

- 8' High Back Wall Drape – Black
- 3' High Side Rail – Black
- (1) 7" x 44" Company Name & Booth # ID Sign
- (1) 6'w x 2'd x 30"h Skirted Table – Black
- (2) Side Chairs
- (1) Wastebasket

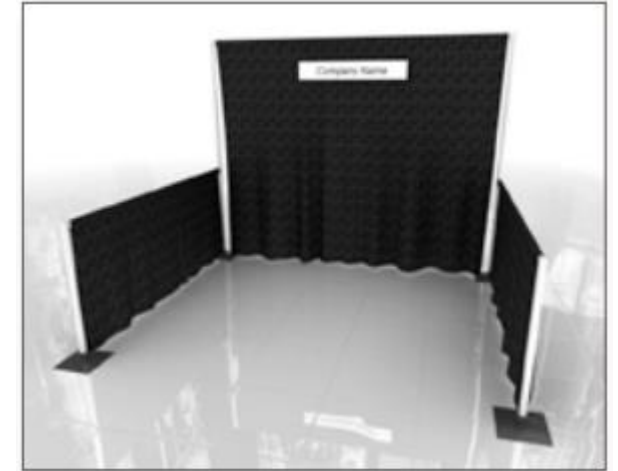
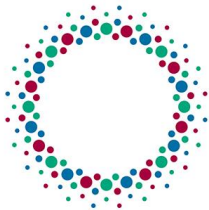


Exhibit space rental does not include any of the following: **additional furniture, carpeting/ flooring, electricity, internet connection, labor, shipping, audio visual, monitors, exhibit booth display packages, cleaning** or any other services. These items should be ordered through the forms provided [HERE](#) on this Exhibitor Manual.

* The booth space is concrete. Carpeting is not required but maybe ordered from the from above.

Sponsors and exhibitors are not allowed to change the fascia board; no changing of background color, font type, etc. The company logo can be printed on the fascia at exhibitors' own expense, this can be ordered from T3.

Please advise the exhibitor manager if you want a raw space for a customized booth – your design needs approval.



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Exhibit Space Setup

b. Custom Booth Design

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

The layout, with measurements and building material specifications, needs to be submitted in detailed drawings to the WTC 2025 Secretariat. If exhibit plans are revised after approval has been send, the revised plans need to be re-submitted for approval as soon as possible. Please allow enough time for exhibit construction approval.

Deadline for the submission of booth layout for custom-built booth is [May 1, 2025](#).



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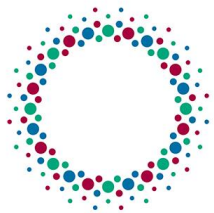
Exhibit Space Setup

In-Line Booth / Corner Booth / Non-profit Booth (10'x10')

Dimensions and Restrictions

- Space
10' x 10' (3.05m by 3.05m)
- A maximum back wall height limitation
8ft (2.44m)
- The maximum height
8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.

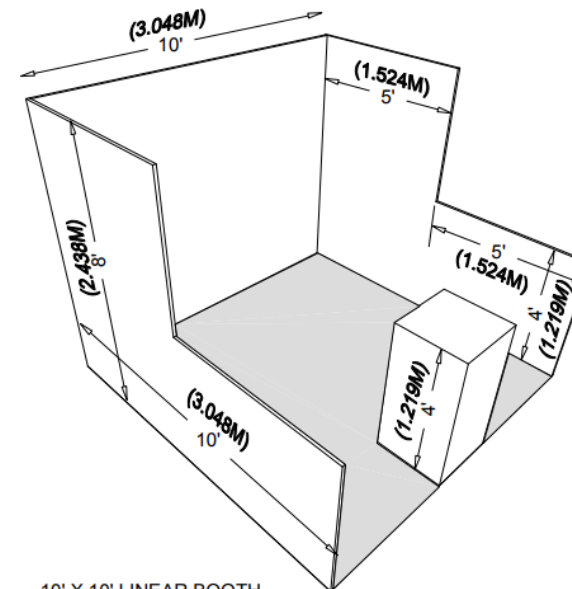
Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



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10' X 10' LINEAR BOOTH

Exhibit Space Setup

PENINSULA BOOTH

Dimensions and Restrictions

- Space: 10' x 20' (3.05m deep by 6.10m wide)
- 1x Full wall
 - height 8' / wide 10'
- 2x Half wall
 - height 4' / wide 5'
- Please note designs with 20' wide as the full back wall won't be permitted, as it would block exhibitors behind the peninsula booth. *Unless your exhibit location selected allows a full back wall of 20' wide.*



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Half hall
4' height
5' wide

Full back wall
8' height
10' wide

Half hall
4' height
5' wide

FLOOR
10' deep x 20' wide

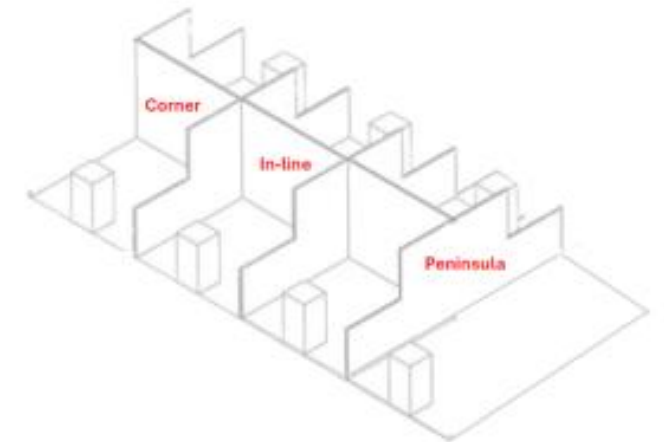
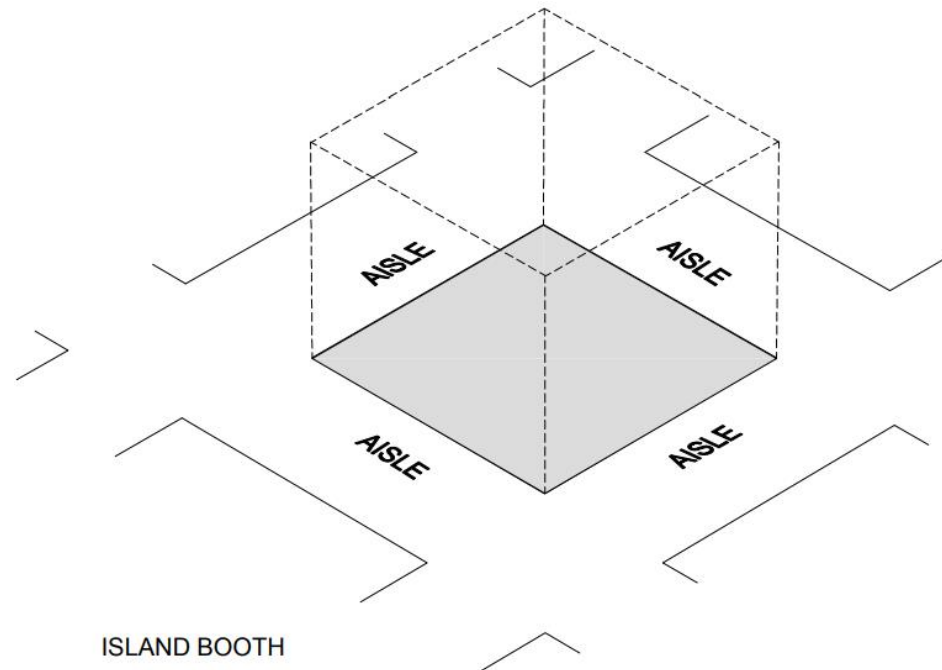


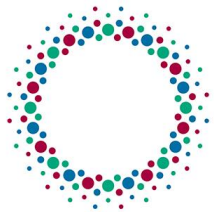
Exhibit Space Setup

ISLAND BOOTH Dimensions and Restrictions

- Space
 - 20'x20' (raw space)
 - 20'x30' (raw space)
 - 30'x30' (raw space)
 - 40'x40' (raw space)
- Maximum booth structure height 13' without rigging.
- Maximum booth height including total rigging structure (top of signage)- 16'
- All island booths must have at least 40% access from all four sides
- Rigging: rigging is allowed.



Your booth design must be sent for approval to the Exhibit Fulfillment Manager by May 1st



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Floor Plan

The Floor Plan is a “working draft” and changes may be made up until one (1) week prior to the Congress, after communication with the exhibitor. 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.

Exhibit space allocation started in February 2025 - level sponsors have first choice in selecting booth location, followed by exhibitors on a “first-booked, first-served” basis.

Please look out for an email from wtc2025-fulfilment@icsevents.com – subject “Exhibit Space Allocation”.



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Liability Insurance



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

WTC 2025 requires all exhibitors to provide proof that liability insurance with a minimum of USD2,500,000 **for each accident or occurrence limit** of liability is in place for the duration of the Congress. **Third-party liability insurance certificate is mandatory** and must be provided to the WTC 2025 Secretariat no later than **May 1, 2025**. In case the exhibitor receives the invoice after **May1, 2025**, the exhibitor is required to provide the certificate of insurance as soon as possible and **prior to move-in**. Full coverage must be in effect for the Congress for which a contract exists.

Interest Insured: Commercial General Liability

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

Additional insured to be named:

- International Congress Services Ltd.
- The American Society of Transplant Surgeons (ASTS)
- The American Society of Transplantation (AST)
- The Transplantation Society (TTS)

* Including the addresses of each association is mandatory.
They're listed on the [Certificate of Insurance template](#).

Insurance companies may submit their own form (must be in English) or use the [Certificate of Insurance template](#).
Please return to the WTC 2025 Secretariat by May 1, 2025.

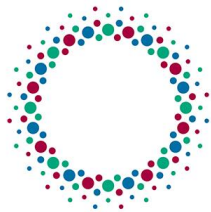
If you have any questions about liability insurance, please email wtc2025-fulfilment@icsevents.com.

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 WTC 2025 Secretariat prior to show opening in writing.

The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written permission of the WTC 2025 Secretariat. The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - requires advanced written approval as well. Noisy demonstrations may be restricted or prohibited after permission if such demonstrations are considered a disruption of the general order of the Congress. Approval must be requested by filling out the Booth Entertainment Request Form ([CLICK HERE](#)) **returning it to the WTC 2025 Secretariat by May 1, 2025.**

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



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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 WTC 2025 Secretariat prior to production and shipment of any congress-related giveaways.

Permission to hand out Giveaways may be restricted or prohibited after permission if such giveaway is considered a disruption of the general order of the Congress. Or prohibited because the item is an official sponsored WTC item.

Approval must be requested by filling out the Giveaway Request Form ([CLICK HERE](#)) and **returning it to the WTC 2025 Secretariat by May 1, 2025.**



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