



EXHIBITOR SERVICE MANUAL

International Society of Hair Restoration Surgery
ISHRS 2017 – 25th World Congress
October 4-7, 2017
Prague Congress Centre
5 kvetna 1640/65, 140 00 Prague 4
Prague, Czech Republic

ISHRS Meetings & Exhibits Manager:
Jule Uddfolk, CMP
Direct Phone: 773-883-1236
juddfolk@ishrs.org

INTERNATIONAL SOCIETY OF HAIR RESTORATION SURGERY



Dear Exhibitor,

Thank you for choosing to exhibit at our upcoming meeting this October in Prague. Our attendees are looking forward to the ISHRS 25th World Congress that will take place at the Prague Congress Centre. I hope you enjoy your time in this beautiful, historic city and that your experience exhibiting with us is a rewarding one.

The World Congress Planning Committee chaired by Dr. Jean Devroye has assembled a premiere faculty with rich scientific program, full of informative and thought-provoking sessions. Please visit the Congress website for up-to-date information: www.25thannual.org

This year's Exhibit Area is located in the first and second floor Forum Foyers of the Prague Congress Centre. The morning and afternoon coffee breaks will take place in the Exhibit Area, providing exhibitors good exposure time to socialize with the group. This year we will also serve lunch to all attendees and exhibitors, Thursday through Saturday. This will take place in the room called Zoom/Panorama, located just off the first floor foyer. And as always, we will hold the Welcome Reception in the Exhibit Area on Thursday/October 5, 2017, 6:00PM-8:00PM. This will be a great way to wrap up a busy opening day.

I hope you have a successful show. 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:
303 WEST STATE STREET
GENEVA, IL 60134 USA
TELEPHONE: +1-630-262-5399
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info@ishrs.org
www.ISHRS.org



EXHIBITOR INFORMATION AT-A-GLANCE

► WHO PROVIDES WHAT?

#1: EXPOSALE

EXPOSALE is the official provider of the following services: booth furniture and accessories, décor, graphics, audio/visual equipment, electrical, internet service (if dedicated line desired), inside of booth cleaning, and hostesses. Complimentary shared wireless internet service will be provided in the meeting space, including the exhibit area. However, if you require a dedicated line for assured connection, you can order that through EXPOSALE.

Exhibitors are allowed to use their own custom furnishings and accessories or that of a specialty furniture vendor. All order forms for EXPOSALE are in the Exhibitor Service Manual PDF. Note there is no online ordering option – all orders must be placed using the forms in the Manual.

EARLY ORDER DISCOUNT DEADLINE FOR EXPOSALE IS SEPTEMBER 4, 2017.

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

Name: Linda Skarkova

Phone: +420 777 725 129

E-mail: linda.skarkova@exposale.cz

Ordering: Done by forms provided in the Exhibitor Service Manual. Please email the scanned forms to the attention of Linda Skarkova. There is no online ordering tool available.

#2: TWI Group and Schenker Prague

TWI Group/Schenker Prague is the official transportation coordinator and on-site handling agent for exhibitors participating in the ISHRS 2017 World Congress. We highly recommend that you ship your exhibit freight through them, as they offer door-to-door freight services, including customs clearance. When shipping through TWI Group/Schenker Prague (and their partners listed in the Exhibitor Service Manual), they will include the cost of the required Prague Congress Centre in-house freight handling/storage/drayage services in your quote. If you choose not to ship through TWI Group/Schenker Prague or their partners, you will still be invoiced for any in-house services for your freight sent to and/or stored at the Prague Congress Centre and moved to/from your booth.

Please see the TWI Group/Schenker Prague Worldwide Shipping Instructions in the Exhibitor Service Manual.

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

FOR SHIPMENTS OUT OF NORTH AMERICA –

TWI Group, Las Vegas, NV Headquarters

Contact Person: Mike Parsons

Phone: 1-702-691-9000

Fax: 1-702-691-9045

E-mail: mparsons@twigroup.com

FOR SHIPMENTS OUT OF ALL OTHER COUNTRIES –

Schenker spol. s.r.o., Prague Congress Centre

Contact Person: Petr Slaby

Phone: +420 242 405 165

E-mail: petr.slaby@schender.cz

► Location of the Exhibition:

Exhibit booths will be located in the Prague Congress Centre, Forum Hall 1st & 2nd Floor Foyers. The ISHRS Registration Desk and lunchroom are located on the First Floor, and the General Session is located on the Second Floor. These two foyers are connected by escalator and stairs for easy flow of attendees. Click here to access the [Exhibit Floor Plan](#).

► **Exhibit Booth Personnel Registration:**

All personnel staffing the exhibit booths must register as booth personnel at \$450 per person, with a maximum of 4 booth personnel per 2x3 meter booth.

Included for Booth Personnel: Coffee Breaks will be served in the Exhibit Area. The Welcome Reception will be in the Exhibit Area on Thursday evening. Lunch will be available Thursday through Saturday to all attendees and exhibitors in a lunchroom located directly off the first floor foyer.

Note: Tickets to the Saturday Gala Dinner at the Municipal House are not included, but may be purchased through the exhibitor registration system.

► **Exhibit Space Dimensions & Details:**

Each single booth measures 2 meters deep x 3 meters wide.

Keep in mind the exhibit booths in Prague are smaller than the standard size in the U.S. Please plan accordingly to be sure all your furnishings, supplies and booth personnel fit inside the booth. Items and booth personnel cannot flow into the aisle space.

Included in your fee of \$3,500 USD per booth is:

- One hard wall booth measuring 2 meter deep x 3 meter wide booth (see booth photo on floor plan)
- Standard show color carpeting in the booth space
- The exhibit space
- A basic ID sign displaying company name and booth number
- Janitorial service for aisles of the exhibit area
- Final Program Guide Listing
- Up to 4 exhibit persons per 2mx3m booth (must pay the \$450 exhibit booth personnel fee for each exhibit person)
- Food & beverage for exhibit personnel including coffee breaks and lunches during days when exhibit hall is open (Thursday-Saturday) and the Welcome Reception
- A one-year listing in the Online Buyers Guide which is located in the Members Only section of the ISHRS website

For anything additional, you will need to order it through Exposale, at your own expense.

► **Show Colors/Carpeting:**

The draping of your provided pipe & drape booth will be black. The exhibit booths will have gray carpeting.

► **Internet:**

Complimentary shared wireless internet service will be provided in the meeting space, including the exhibit area. However, if you require a dedicated line for assured connection, you can order that through EXPOSALÉ.

► **Show Schedule:**

SET-UP:

Wednesday/October 4, 2017 12:00PM-8:00PM

SHOW HOURS:

Thursday/October 5, 2017 7:30AM- 8:00PM

Friday/October 6, 2017 8:00AM- 6:00PM

Saturday/October 7, 2017 7:30AM- 1:30PM

DISMANTLE:

Saturday/October 7, 2017 1:30PM-5:30PM

Exhibits must **NOT be disturbed, dismantled or removed before 1:30PM on Saturday, October 7, 2017. All exhibit materials must be fully removed from the exhibit area by 5:30PM on Saturday, October 7, 2017,** otherwise it will be removed and rerouted at your own expense.

► **Hotel Reservations:**

The ISHRS has a limited group room block at the Corinthia Hotel Prague. Rooms are available until August 23, 2017, or while rooms last. We encourage you to make your hotel reservation early. The group hotel rate is €163.30 single occupancy, €178.25 double occupancy, with the 15% VAT included in those rates for Superior (standard) rooms. Breakfast and wifi are included in the group rate.

Go to the ISHRS World Congress website for full details and reservation instructions: www.25thannual.com.

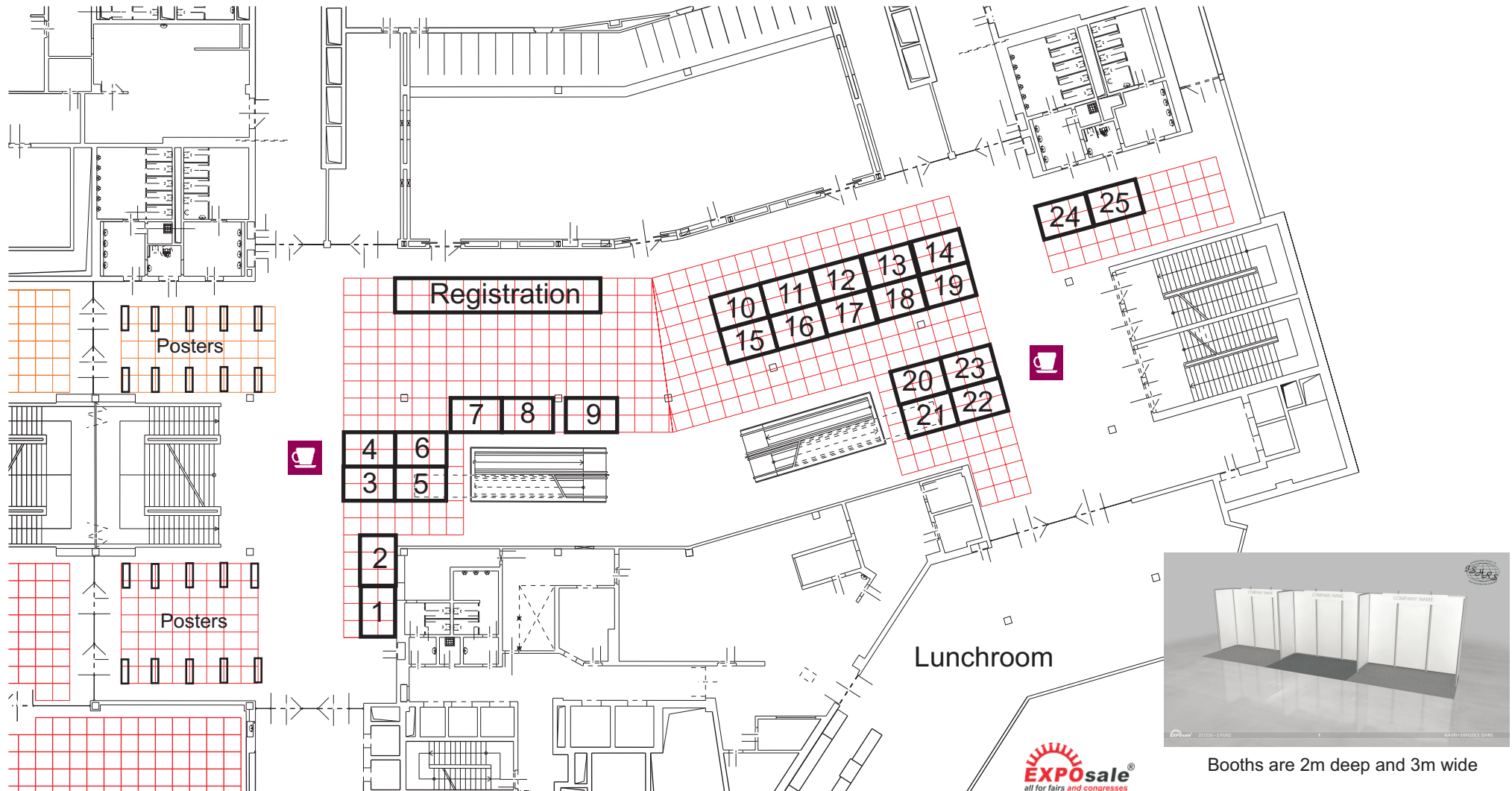
International Society of Hair Restoration Surgery 25th World Congress

October 4-7, 2017

Prague Congress Centre
Forum Foyer, 1st Floor



**EXHIBITS ARE ON
TWO LEVELS
*SEE NEXT PAGE OF
FLOOR PLAN***



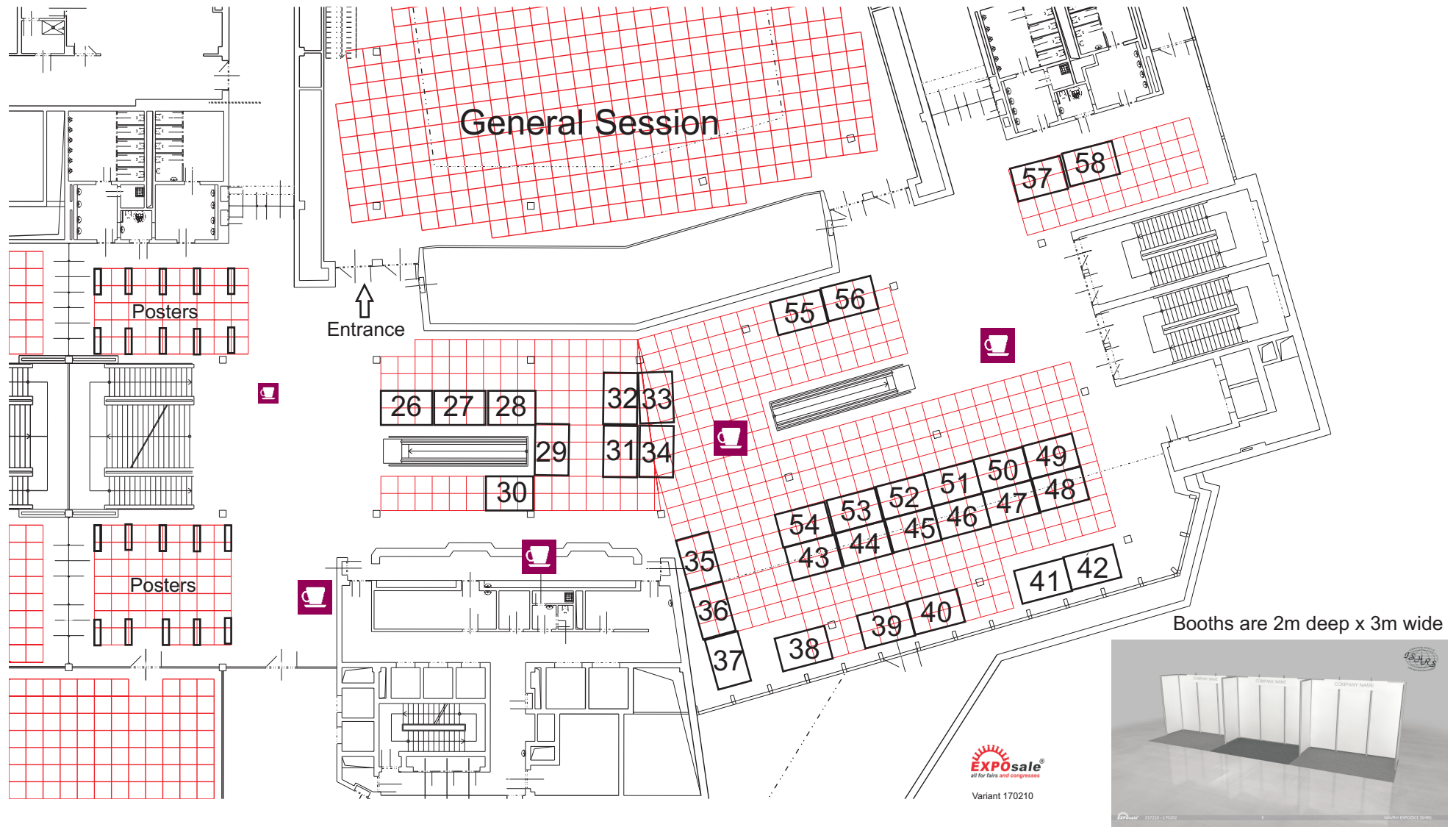
Booths are 2m deep and 3m wide

International Society of Hair Restoration Surgery 25th World Congress



**EXHIBITS ARE ON
TWO LEVELS
*SEE PREVIOUS PAGE
OF FLOOR PLAN***

October 4-7, 2017
Prague Congress Centre
Forum Foyer, 2nd Floor



EXPOsale
all for fairs and congresses

Variant 170210



Section 1: Exposale

Exposale is the official provider of the following services: booth furniture and accessories, décor, graphics, audio/visual equipment, electrical, internet service (if dedicated line desired), inside of booth cleaning, and hostesses/helpers.

See their order forms on the following pages.



Exhibitor Information Terms and Payment Conditions

Deadline : September 4th, 2017

EXHIBITOR:

Company name :	<input type="text"/>	Stand No. :	<input type="text"/>	VAT number:	<input type="text"/>
Address:	<input type="text"/>				
Postcode:	<input type="text"/>	Country :	<input type="text"/>		
Contact person:	<input type="text"/>	E-mail:	<input type="text"/>		
Telephone:	<input type="text"/>	Mobil:	<input type="text"/>		
E-mail:	<input type="text"/>	Website:	<input type="text"/>		

Exhibition Constructor EXPOSALÉ-CZ, Ltd. Terms and Payment Conditions:

All prices in the Order Forms are stated excluding VAT. The VAT will be added automatically when issuing an invoice. The VAT rate as per the current Czech Law applies. VAT is charged to all companies with Czech VAT and to all companies based in EU which do not have VAT. Reverse charge will apply to EU companies having a valid VAT. To the companies based outside EU we do not charge VAT.

For all late orders (ordered after the deadline September 4th, 2017) the **Late Order Surcharge of 25% will apply**. Late Order services cannot be guaranteed, will be confirmed individually.

On-site Orders are possible, but are subject to availability. 50% surcharge to be charged for all On-site Orders. On-Site Orders to be paid by credit card or in cash.

All prices stated per event unless otherwise indicated.

All services are to be paid in full before the event, **100% deposit is required**. The payment can be made either by bank transfer or by credit card. Bank transfer details will be sent together with an invoice.

You can find our payment gateway on our web sites: www.exposale.cz/gpwebpay/index.php

Date :

Name / Signature:

Please send this form by e-mail to:
linda.skarkova@exposale.cz



Deadline : September 4th, 2017

EXHIBITOR:

Company name :	<input type="text"/>	Stand No. :	<input type="text"/>
Contact person:	<input type="text"/>	E-mail:	<input type="text"/>
Telephone:	<input type="text"/>	Mobil:	<input type="text"/>

Please tick services ordered and specify number of items required :

ELECTRICITY

<input type="checkbox"/> 3,5 kW (single-phase, 230V, 16A, 50 Hz)	Unit Price 240 EUR / event	Units: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> 7 kW (single-phase, 230V, 2x16A, 50 Hz)	Unit Price 335 EUR / event	Units: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> 10,5 kW (single-phase 230V, 3x16A,50Hz)	Unit Price 438 EUR / event	Units: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> 10,5 kW (three-phase, 400V, 16A, 50Hz)	Unit Price 438 EUR / event	Units: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> 21 kW (three-phase, 400V, 32A, 50Hz)	Unit Price 790 EUR / event	Units: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> Fridge socket (230V, max. 6A, 24 hours a day)	Unit Price 215 EUR / event	Units: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> Spotlight 60W, adjustable (no. 5001)	Unit Price 25 EUR / event	Units: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> Halogen reflector: extension jib, 50W, 40cm	Unit Price 40 EUR / event	Units: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> Extension cable, 3m, 3 sockets, 10A	Unit Price 18 EUR / event	Units : <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> Rental of the fuse board	Unit Price 130 EUR / event	Units <input type="text"/>	Total Price : <input type="text"/>

Other that above stated items available upon request.

Please note that prices do not include VAT.

Date :

Name / Signature:

Please send this form by e-mail to:
linda.skarkova@exposale.cz





Deadline : September 4th, 2017

EXHIBITOR:

Company name :	<input type="text"/>	Stand No. :	<input type="text"/>
Contact person:	<input type="text"/>	E-mail:	<input type="text"/>
Telephone:	<input type="text"/>	Mobil:	<input type="text"/>

INTERNET

NOTE : Complimentary shared wifi service will be available to all attendees and exhibitors. This shared service is not to be depended upon for assured connectivity. If you require internet connection for presentations or ordering processing, you should order your own dedicated line using this form.

<input type="checkbox"/> Wired connection 1 Mbps	Unit Price 43 EUR / day	Days: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> Wired connection 2 Mbps	Unit Price 55 EUR / day	Days: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> Wired connection 3 Mbps	Unit Price 90 EUR / day	Days: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> Wired connection 5 Mbps	Unit Price 96 EUR / day	Days: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> Wired connection 7 Mbps	Unit Price 127 EUR / day	Days: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> Wired connection 10 Mbps	Unit Price 159 EUR / day	Days: <input type="text"/>	Total Price : <input type="text"/>

Other that above stated items available upon request.

Please note that prices do not include VAT.

Date :

Name / Signature:

**Please send this form by e-mail to:
linda.skarkova@exposale.cz**





Stand Cleaning

Deadline : September 4th, 2017

EXHIBITOR:

Company name :	<input type="text"/>	Stand No. :	<input type="text"/>
Contact person:	<input type="text"/>	E-mail:	<input type="text"/>
Telephone:	<input type="text"/>	Mobil:	<input type="text"/>

Please tick services ordered and specify number of items required :

CLEANING

Stand Cleaning

Unit Price 3 EUR / sqm / day

Sqm:

Days:

3

Total Price :

(Cleaning of the floor, withdrawal of the wastebaskets, cleaning of the tables and desks, showcases. Cleaning of the exhibited goods is not included.)

.....
.....

Other than above stated items available upon request.

Please note that prices do not include VAT.

Date : _____

Name / Signature: _____

**Please send this form by e-mail to:
linda.skarkova@exposale.cz**



Deadline : September 4th, 2017

EXHIBITOR:

Company name :	<input type="text"/>	Stand No. :	<input type="text"/>
Contact person:	<input type="text"/>	E-mail:	<input type="text"/>
Telephone:	<input type="text"/>	Mobil:	<input type="text"/>

Please tick services ordered and specify number of items required :

DECORATIVE PLANTS

<input type="checkbox"/> Schefflera	Unit Price 55 EUR / event	Units: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> Ficus Benjamina	Unit Price 52 EUR / event	Units: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> Kentia (Palm)	Unit Price 58 EUR / event	Units: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> Dracena Marginata	Unit Price 56 EUR / event	Units: <input type="text"/>	Total Price : <input type="text"/>



Schefflera



Kentia (Palm)



Ficus Benjamina



Dracena Marginata

FLOWER ARRANGEMENTS

<input type="checkbox"/> Ikebana large	Unit Price 60 EUR / event	Units: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> Ikebana small	Unit Price 50 EUR / event	Units: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> Mixed bouquet in a glass vase	Unit Price 58 EUR / event	Units: <input type="text"/>	Total Price : <input type="text"/>

Other that above stated items available upon request.

Please note that prices do not include VAT.

Date :

Name / Signature:

Please send this form by e-mail to:
linda.skarkova@exposale.cz





Hostess, Security, Helpers

Deadline : September 4th, 2017

EXHIBITOR:

Company name :	<input type="text"/>	Stand No. :	<input type="text"/>
Contact person:	<input type="text"/>	E-mail:	<input type="text"/>
Telephone:	<input type="text"/>	Mobil:	<input type="text"/>

Please tick services ordered and specify number of items required :

HOSTESS, SECURITY, HELPERS

<input type="checkbox"/> English speaking hostess (4 hours per day minimum)	Price 19 EUR/hour	Hostess: <input type="text"/>	Hours: <input type="text"/>	Days: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> Individual Security	Price to be quoted individually				Total Price : <input type="text"/>
<input type="checkbox"/> Helper	Price 18 EUR/hour	Helper: <input type="text"/>	Hours: <input type="text"/>	Days: <input type="text"/>	Total Price : <input type="text"/>

Please specify days, hours and your requirements :

<input type="text"/>
<input type="text"/>
<input type="text"/>

Other that above stated items available upon request.

Please note that prices do not include VAT.

Date :

Name / Signature:

Please send this form by e-mail to:
linda.skarkova@exposale.cz





Deadline : September 4th, 2017

EXHIBITOR:

Company name :	<input type="text"/>	Stand No. :	<input type="text"/>
Contact person:	<input type="text"/>	E-mail:	<input type="text"/>
Telephone:	<input type="text"/>	Mobil:	<input type="text"/>

Please tick services ordered and specify number of items required :

AV Equipment

<input type="checkbox"/> LCD monitor 42'' (incl. USB), full HD	Unit Price 95 EUR / 1 day	Units: <input type="text"/>	Days: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> LCD monitor 50'' (incl. USB), full HD	Unit Price 145 EUR / 1 day	Units: <input type="text"/>	Days: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> LCD monitor 60'' (incl. USB), full HD	Unit Price 230 EUR / 1 day	Units: <input type="text"/>	Days: <input type="text"/>	Total Price : <input type="text"/>

Please fill the required specification for LCD monitor:

HDMI Cable

VGA Cable

Plasma Screen Floor Stand 42'' - 50'', 170cm high Unit Price 25 EUR / 1 day Units: Days: Total Price :

We wish to have the LCD monitor mounted on wall in the Shell Scheme Stand - please draw the exact position in the Schematic Plan

<input type="checkbox"/> Office PC, 15'' LCD monitor, MS Office	Unit Price 52 EUR / 1 day	Units: <input type="text"/>	Days: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> Notebook, MS Office / Windows Vista	Unit Price 65 EUR / 1 day	Units: <input type="text"/>	Days: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> LCD Monitor 32'' (self-standing)	Unit Price 60 EUR / 1 day	Units: <input type="text"/>	Days: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> LCD Monitor 24'' (self-standing)	Unit Price 51 EUR / 1 day	Units: <input type="text"/>	Days: <input type="text"/>	Total Price : <input type="text"/>
<input type="checkbox"/> LCD Monitor - Touch Screen 15'' - 22'' <i>Touch Screens to be used with MS Windows only.</i>	Unit Price 180 EUR / 1 day	Units: <input type="text"/>	Days: <input type="text"/>	Total Price : <input type="text"/>

Equipment other than stated above available upon request, please send your requirements to below e-mail and we will prepare an individual quotation. All the above prices are stated per item and PER 1 DAY.

Please note that prices do not include VAT.

Date :

Name / Signature:

Please send this form by e-mail to:
linda.skarkova@exposale.cz



Deadline : September 4th, 2017








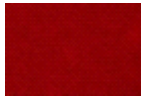




EXHIBITOR:

Company name :	<input type="text"/>	Stand No. :	<input type="text"/>
Contact person:	<input type="text"/>	E-mail:	<input type="text"/>
Telephone:	<input type="text"/>	Mobil:	<input type="text"/>

Use this form if you wish to order custom colour carpeting.

The provided (no extra charge to you) show colour carpeting will be varying shades of gray, alternating between the stands.

Carpet colour available - please mark your choice:

- | | | | | | | | | |
|--------------------------|---|-------------------------|--------------------------|---|------------------------|--------------------------|---|-----------------------|
| <input type="checkbox"/> |  | No. 1323
light green | <input type="checkbox"/> |  | No. 1897
dark gray | <input type="checkbox"/> |  | No. 1370
orange |
| <input type="checkbox"/> |  | No. 1366,
dark green | <input type="checkbox"/> |  | No. 1961
black | <input type="checkbox"/> |  | No. 1360
yellow |
| <input type="checkbox"/> |  | No. 1969
light blue | <input type="checkbox"/> |  | No. 1375
dark red | <input type="checkbox"/> |  | No. 1982
ochre |
| <input type="checkbox"/> |  | No. 1380
dark blue | <input type="checkbox"/> |  | No. 1964
bright red | <input type="checkbox"/> |  | No. 202
light gray |

Carpet No.: Price 14 EUR/ sqm Stand Area in sqm: Total Price :

**Other that above stated items available upon request.
 Please note that prices do not include VAT.**

Date :

Name / Signature:

**Please send this form by e-mail to:
linda.skarkova@exposale.cz**





Deadline : September 4th, 2017

EXHIBITOR:

Company name :	<input type="text"/>	Stand No. :	<input type="text"/>
Contact person:	<input type="text"/>	E-mail:	<input type="text"/>
Telephone:	<input type="text"/>	Mobil:	<input type="text"/>

Please tick required services :

- | | | | |
|--|----------------------------|-----------------------------|------------------------------------|
| <input type="checkbox"/> Logo on a info counter (80cm wide) | Unit Price 90 EUR / pc | Units: <input type="text"/> | Total Price : <input type="text"/> |
| <input type="checkbox"/> Poster - full colour, 2350mm (h) x 930 mm (w) for 1x wall (panel) in the Shell Scheme Stand | Unit Price 129 EUR / panel | Units: <input type="text"/> | Total Price : <input type="text"/> |
| <input type="checkbox"/> Print on self-adhesive foil, full colour | Unit Price 55 EUR / sqm | Units: <input type="text"/> | Total Price : <input type="text"/> |
| <input type="checkbox"/> Print on white, lightweight board (kapa desk) attached on the Shell Scheme walls - the silver poles are not seen- full colour - 1 panel 2500mm (h) x 1000mm (w) | Unit Price 150 EUR /panel | Units: <input type="text"/> | Total Price : <input type="text"/> |

Please specify your requirements:

<input type="text"/>
<input type="text"/>

Please send your logo in print PDF file and the texts in curves, the print-out in correct colour or specify Pantone code numbers as as example. If any other artwork than logo, please send a graphic file specifying all the details necessary.

Other that above stated items available upon request.
Please note that prices do not include VAT.

Date :

Name / Signature:

Please send this form by e-mail to:
linda.skarkova@exposale.cz



Deadline : September 4th, 2017



Armchair Margot
 Colour : white
(no. 1)
 Unit Price 65 EUR



Plastic conference chair
 black
(no. 2)
 Unit Price 47 EUR



Chair, chrome frame
 padded, white beige
(no. 3)
 Unit Price 65 EUR



Chair chrome
 frame padded, black
(no. 4)
 Unit Price 20 EUR



Chair chrome frame, padded, blue
(no. 5)
 Unit Price 32 EUR



Plastic chairs, white
(no. 6)
 Unit Price 50 EUR



Clear plastic chairs
(no.7)
 Unit Price 45 EUR



Bar stool Valejjo
 Colour: white
(no. 8)
 Unit Price 53 EUR



Bar chair Manchester
 Colour: white
(no.9)
 Unit Price 55 EUR



Bar stool
 type BOMBO
(no. 10)
 Unit Price 40 EUR



Bar stool, type "Z"
(no. 11)
 Unit Price 30 EUR



Bar table laminate
 size 60cm/115cm
(no.12)
 Unit Price 47 EUR



Table laminate size 80x80cm/70cm
 Colour: white or wood
(no. 13)
 Unit Price 29 EUR



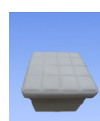
Table laminate, size 120x80cm/70cm
 Colour: white or wood
(no. 14)
 Unit Price 36 EUR



Table laminate size 80cm/70cm
 Colour: white or wood
(no. 15)
 Unit Price 29 EUR



Round table, size 80cm/70cm
 white wood and chrome
(no. 16)
 Unit Price 58 EUR



Tabouret, size 40x40cm
 Colour :white
(no. 17)
 Unit Price 40 EUR



Conference table, glass
(no. 18) ..
 Unit Price 39 EUR



Sofa, white, size 180cmx88cm/66cm
 (other colours on request)
(no.19)
 Unit Price 85 EUR



Conference table Lack, white wood
 size 90cmx55cm/45cm
(no. 20) ..
 Unit Price 39 EUR



Lockable cabinet
 size 80cmx40cm/70cm
 Colour: black or white
(no. 21)
 Unit Price 40 EUR



Fridge 110l
(no.22)
 Unit Price 95 EUR



Coffee machine Lavazza
 Unit Price 85 EUR
 Coffee capsules are not included
 Unite price for 1 coffee capsule 0,5 EUR
(no. 23)



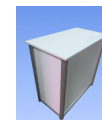
Water automat
 incl. 19l water barrel
(no.23)
 Unit Price 75 EUR



Showcase, 2 glass shelves
 size: 100x50cm / 250cm
(no.25)
 Unit Price 95 EUR



Showcase low
 size: 100x50cm / 80cm
(no.26)
 Unit Price 49 EUR



Welcome counter, 1 shelf, lockable
 size: 100x50cm / 100cm
(no.27)
 Unit Price 70 EUR



Brochure rack: type LITSTAND
(no.28)
 Unit Price 45 EUR



Dragon Fly Banner incl. print
 size: 85cm / 210cm
(no.29)
 Unit Price 130 EUR



Waste basket
(no.30)
 Unit Price 6 EUR

For more items please visit our web sites at <http://www.exposale.eu/rental-of-equipment>



Furniture
Schell scheme - Optional Extras

Deadline : September 4th, 2017

EXHIBITOR:

Company name :		Stand No. :	
Contact person:		E-mail:	
Telephone:		Mobil:	

Please, fill in catalogues numbers and number of pieces from furnitures catalog

<input type="checkbox"/> No. of Furniture Catalog:	<input type="text"/>	Unit Price in EUR / event:	<input type="text"/>	Units:	<input type="text"/>	Total Price :	<input type="text"/>
<input type="checkbox"/> No. of Furniture Catalog:	<input type="text"/>	Unit Price in EUR / event:	<input type="text"/>	Units:	<input type="text"/>	Total Price :	<input type="text"/>
<input type="checkbox"/> No. of Furniture Catalog:	<input type="text"/>	Unit Price in EUR / event:	<input type="text"/>	Units:	<input type="text"/>	Total Price :	<input type="text"/>
<input type="checkbox"/> No. of Furniture Catalog:	<input type="text"/>	Unit Price in EUR / event:	<input type="text"/>	Units:	<input type="text"/>	Total Price :	<input type="text"/>
<input type="checkbox"/> No. of Furniture Catalog:	<input type="text"/>	Unit Price in EUR / event:	<input type="text"/>	Units:	<input type="text"/>	Total Price :	<input type="text"/>
<input type="checkbox"/> No. of Furniture Catalog:	<input type="text"/>	Unit Price in EUR / event:	<input type="text"/>	Units:	<input type="text"/>	Total Price :	<input type="text"/>
<input type="checkbox"/> No. of Furniture Catalog:	<input type="text"/>	Unit Price in EUR / event:	<input type="text"/>	Units:	<input type="text"/>	Total Price :	<input type="text"/>
<input type="checkbox"/> No. of Furniture Catalog:	<input type="text"/>	Unit Price in EUR / event:	<input type="text"/>	Units:	<input type="text"/>	Total Price :	<input type="text"/>
<input type="checkbox"/> No. of Furniture Catalog:	<input type="text"/>	Unit Price in EUR / event:	<input type="text"/>	Units:	<input type="text"/>	Total Price :	<input type="text"/>
<input type="checkbox"/> No. of Furniture Catalog:	<input type="text"/>	Unit Price in EUR / event:	<input type="text"/>	Units:	<input type="text"/>	Total Price :	<input type="text"/>

Other requiements please fill in below

*Other that above stated items available upon request.
Please note that prices do not include VAT.*

Date :

Name / Signature:

Please send this form by e-mail to:
linda.skarkova@exposale.cz



Deadline : September 4th, 2017

EXHIBITOR:

Company name :	_____	_____
Contact person:	_____	_____

If you prefer to have a customized stand we would be glad to prepare the stand design and proposal. Of course, if you have already your own design, please send it to us for price proposal.

**For more information please directly contact Mrs. Linda Skarkova
 at email linda.skarkova@exposale.cz or call +420 777 725 129.**



Some of our references from previous congresses - for more references visit us at:

www.exposale.eu/atypical-expositions





Schematic Plan

Deadline : September 4th, 2017

EXHIBITOR:

Company name :

Please draw a sketch of your stand within the grid, indicating the aisles, the neighbouring stands and the places where you want different services (main electricity supply connection, telecommunications, etc.)

Date :

Name / Signature:

Please send this form by e-mail to:
linda.skarkova@exposale.cz





Credit Card Payment Authorization Form

Deadline : September 4th, 2017

EXHIBITOR:

Company name :	<input type="text"/>	Stand No. :	<input type="text"/>	VAT number:	<input type="text"/>
Address:	<input type="text"/>				
Postcode:	<input type="text"/>	Country :	<input type="text"/>		
Contact person:	<input type="text"/>	E-mail:	<input type="text"/>		
Telephone:	<input type="text"/>	Mobil:	<input type="text"/>		
E-mail:	<input type="text"/>	Website:	<input type="text"/>		

- Credit Card Type:**
- Mastercard
- VISA

Unfortunately, we do not accept American Express and Maestro cards.

Credit Card Number :

Cardholder Name:

Expiry Date:

CVC / CVV:

Billing Address :

I hereby authorize EXPOSale-CZ s.r.o. (Reg.No. CZ 25226177) to charge the above credit card for the services ordered for ISHRS 25th World Congress 2017, October 4-7, 2017 Prague, Czech Republic

Date :

Name / Signature:

Please send this form by e-mail to:
linda.skarkova@exposale.cz



Section 2: TWI Group/Schenker Prague

TWI Group/Schenker Prague is the official transportation coordinator and on-site handling agent for exhibitors participating in the ISHRS 2017 World Congress. We highly recommend that you ship your exhibit freight through them, as they offer door-to-door freight services, including customs clearance.

See their service information on the following pages.



Worldwide Shipping Instructions
International Exhibitors
ISHRS 2017 - 25th World Congress
04-07 October
Prague Congress Centre
Prague, Czech Republic

Appointed by:



TWI Group has been appointed by **International Society of Hair Restoration Surgery** as the official transportation coordinator and onsite handling agent for exhibitors participating in **ISHRS 2017 - 25th World Congress**.

On the following pages are specific instructions pertaining to this show including shipping deadline dates and documentation requirements for the transportation of your material into Czech Republic.

Latest Arrival Dates	
Air freight - Prague	27 September
Sea freight – Hamburg/Bremerhaven	20 September
Road Freight Direct to Venue	In accordance with build-up
Road Freight to Advance Warehouse	29 September

CONSIGNMENT INSTRUCTIONS FOR AIR

All consignments must be sent freight prepaid to Prague Airport (PRG) consigned to:

Schenker spol s.r.o.
 Kongresove Centrum Praha
 5.Kvetna 65
 140 00 Praha 4, Czech Republic
 Phone: +420 242 405 160, 161, 165

Notify:
 ISHRS 2017 - 25th World Congress
 Exhibitor Name _____
 Forum/Stand No. _____
 Person in Charge _____

CONSIGNMENT INSTRUCTIONS FOR OCEAN

All consignments must be sent freight prepaid to Port of Hamburg/Bremerhaven consigned to:

Schenker spol s.r.o.
Kongresove Centrum Praha
5.Kvetna 65
140 00 Praha 4, Czech Republic
Phone: +420 242 405 160, 161, 165

Notify:

ISHRS 2017 - 25th World Congress

Exhibitor Name_____

Forum/Stand No._____

Person in Charge_____

CONSIGNMENT INSTRUCTIONS FOR ROADFREIGHT/ COURIER

DIRECT TO VENUE:

Schenker
C/O Prague Congress Centre
5. Května 1640/65,
Pobřežní 1, 186 00 Praha 8

Notify: ISHRS 2017

Exhibitor Name:

Forum/Stand No.

COMMERCIAL INVOICE/PACKING LIST

Please prepare the invoice/packing list with the following details:

- Commercial invoices and packing lists can be combined on one document if they list quantity, description, value of each item, weight and dimensions of each package.
- Your company's Federal Employer Identification Number and any applicable license numbers.
- Complete, precise, simple and non-technical description of all items listed on the invoice.
- Electronic copy of each commercial invoice in PDF and Excel format sent to TWI Operations: Mike Parsons – mparsons@twigroup.com and our on-site partner Schenker: Petr Slaby – petr.slaby@schenker.cz

For customs purposes, a copy of the commercial invoice/packing list along with a technical leaflet/picture/brochure is required. Please forward this to Schenker for prior approval.

PACKING

Due to multiple handling of freight cases TWI urges exhibitors to use strong wooden cases. Bolted returnable types of cases that offer protection from the elements are ideal. If your cases are secured with a lock or combination please provide the key or combination for Customs purposes.

ATA CARNET

An ATA Carnet is recommended for temporary import, if you plan to send equipment to multiple countries or if you plan to send highly valued goods.

CE EUROPEAN UNION CONFORMITY DECLARATION

ALL PERMANENT entries (including giveaways) of toys, machineries, electronics, auto parts, computers, medical devices, phones, some equipment, etc. require a CE trademark (certificate of conformity).

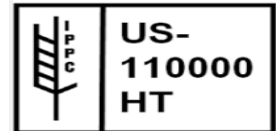
INSURANCE

It is recommended that exhibitors provide insurance coverage for their goods from point of departure through to final destination. It is further recommended that such insurance coverage be provided for the transit period and while on-site at the exhibition (including movement and dismantling periods).

SHIPMENTS WITH NON-MANUFACTURED WOOD PACKING

All shipments containing Non-Manufactured Wood Packing (NMWP) must be either **heat-treated or fumigated**. NMWP and Solid Wood Packing Material (SWPM) must bear markings indicating the type of treatment under the ISPM 15 regulations.

Any packing that does not comply with these requirements will be refused, destroyed, or returned to its origin, resulting in a considerable delay.



TERMS OF PAYMENT

All TWI/Schenker invoices for this exhibition are for immediate payment. Major credit cards accepted include American Express, Visa, Mastercard and Eurocard.

CONTACTS

INTERNATIONAL SHIPMENTS

SCHENKER spol. s r.o.
Kongresove centrum Praha
5. Kvetna 65, 140 21 Praha 4, Czech Republic

Petr Slaby petr.slaby@schenker.cz
Dagmar Simkova dagmar.simkova@schenker.cz

NORTH AMERICAN SHIPMENTS

TWI LAS VEGAS, NV - HEADQUARTERS
4480 South Pecos Road
Las Vegas, NV 89121
Telephone: 702/691-9000
Fax: 702/691-9045

Mike Parsons mparsons@twigroup.com

INTERNATIONAL AGENT LIST

Attached you will find a list of TWI's network of worldwide preferred agents for ISHRS 2017 - 25th World Congress. If you are shipping from a country that is not listed, please contact Schenker spol. s.r.o. for information of the recommended partner in your area.

TWI wishes you a successful show and we will be happy to assist you in any way possible. If you have any questions, special arrangements, or require further information regarding shipping to an international exhibition please contact us at your convenience.

Click on the links below to be connected to the appropriate forms required.

[Terms and Conditions](#)

[Return Shipping Instructions](#)

[Shipping Labels](#)



AUSTRIA
SCHENKER & CO AG
TELEPHONE: 43/57/68621 1522
CONTACT: MATTHIAS HOLEK
MATTHIAS.HOLEK@DBSCHENKER.COM

AUSTRALIA
SCHENKER & CO. (AUST) PTY
TELEPHONE: 61/3/9344 9657
CONTACT: BEN WILSON
BEN.WILSON@DBSCHENKER.COM

BELGIUM
ZIEGLER EXPO LOGISTICS
TELEPHONE: 32/2/475 4545
CONTACTS: JEAN-MARC SALMON
JEAN-MARC_SALMON@ZIEGLERGROUP.COM

BRAZIL
FULSTANDIG SHOWS & EVENTS
TELEPHONE: 55/11/2207 7650
CONTACT: MARIANE EWBANK
MEWBANK@FULSTANDIG.COM.BR

CANADA
TWI GROUP, INC.
TELEPHONE: 905/812 1124
CONTACT: SANDI TROTTER
STROTTER@TWIGROUP.COM

CHINA
APT SHOWFREIGHT
TELEPHONE: 86/21/6124 0090
CONTACT: SHIRLEY XING
SHIRLEY.XING@APTSHOWFREIGHT.COM

CZECH REPUBLIC
SCHENKER SPOL S.R.O.
TELEPHONE: 42/02/4240 5160
CONTACT: PETR SLABY
PETR.SLABY@SCHENKER.CZ

DENMARK
ON-SITE DENMARK APS
TELEPHONE: 45/3/282 0210
CONTACT: LARS SKOVHJ
LARS@ONSITEGROUP.DK

EGYPT
OVERSEAS INTERNATIONAL SERVICES
TELEPHONE: 20/2/2906 247
CONTACT: BASMA NASSAR
OVERSEASELZEKI@OVERSEASS.COM

FINLAND
SUOMEN MESSULOGISTIKKA OY
TELEPHONE: 358/10/309 6622
CONTACT: DAVID PALOMO-SANCHEZ
DAVID.PALOMO@SMLOG.FI

FRANCE
SCHENKER SA
TELEPHONE: 33/1/6021 4008
CONTACT: YANN CORNIQUEL
YANN.CORNIQUEL@DBSCHENKER.COM

GERMANY
PRO MESSE - SERVICE GMBH
TELEPHONE: 49/82/7180 1424
CONTACT: NORBERT KASTL
N.KASTL@PRO-MESSE.DE

GREECE
MTS EXPOLOGISTICS
TELEPHONE: 30/21/3038 1085
CONTACT: MANOS TSANTES
MTSANTES@MTSEXPOLOG.COM

HONG KONG
APT SHOWFREIGHT LTD.
TELEPHONE: 85/2/2877 0511
CONTACT: LIZA SUEN
LIZA.SUEN@APTSHOWFREIGHT.COM

HUNGARY
MASPED LOGISZTIKA KFT
TELEPHONE: 36/1/278 0591
CONTACT: TIBOR DANKO
DANKO.TIBOR@MASPED.HU

INDIA
R.E. ROGERS INDIA PVT LTD
TELEPHONE: 91/11/2694 9801, 02
CONTACT: SUSHIL UPADHYAY
SUSHIL@ROGERSWORLDWIDEINDIA.COM

IRELAND
INTERFLOW LOGISTICS
TELEPHONE: 35/36/4662 0008
CONTACT: NIALL THOMPSON
NIALL@INTERFLOW.IE

ISRAEL
UTI LOGISTICS
TELEPHONE: 972/8/914 6329
CONTACT: REVITAL HALFON
REVITALH@GO2UTI.CO.IL

ITALY
EXPOTRANS
TELEPHONE: 39/06/6500 4846
CONTACT: ADRIANO PASQUALI
ADRIANO.PASQUALI@EXPOTRANS.IT

JAPAN
ISHIKAWA-GUMI LTD.
TELEPHONE: 81/3/3474 8102
CONTACT: ANTON SHIGETA
T_SHIGETA@ISHIKAWA-GUMI.CO.JP

JORDAN
KUEHNE & NAGEL JORDAN
TELEPHONE: 962/65/664 128
CONTACT: RAMZY NABER
RAMZY.NABER@KUEHNE-NAGEL.COM

LITHUANIA
PAN-LITSERVICE
TELEPHONE: 37/0/5244 5677
CONTACT: VAIDAS BENIUSIS
VAIDAS@PLS.LT

LUXEMBOURG
EUROPEAN LOGISTICS PARTNERS
TELEPHONE: 35/2/263 4251
CONTACT: THEO WEIRIG
WEIRIG@ELP.LU

MALAYSIA
R.E. ROGERS MALAYSIA SDN BHD
TELEPHONE: 603/5510 8611
CONTACT: RASYID ABDULLAH
RASYID@ROGERS-ASIA.COM

MEXICO
CARGOLIVE, S. DE R.L. DE C.V.
TELEPHONE: 52/55/4618 8251
CONTACT: LUIZ FERRONATTO
LUIZ.FERRONATTO@CARGOLIVELOG.COM

NETHERLANDS
CEVA LOGISTICS
TELEPHONE: 31/26/319 5204
CONTACT: BASTIAAN WIGMAN
BASTIAAN.WIGMAN@CEVALOGISTICS.COM

NORWAY
ON-SITE NORWAY AS
TELEPHONE: 47/2/273 8300
CONTACT: IRENE JOHANSEN
IRENE@ONSITEGROUP.NO

POLAND
NETLOG POLSKA SP Z.O.O
TELEPHONE: 48/22/256 70 52
CONTACT: DARIUSZ AKONOM
DARIUSZ.AKONOM@NETLOG.ORG.PL

PORTUGAL
RNTRANS ACTIVIDA DES TRANSITARIAS S.A.
TELEPHONE: 35/12/1324 6202
CONTACT: JOAO PRATAS
JOAO.PRATAS@RNTRANS.PT

ROMANIA
SCHENKER ROMTRANS
TELEPHONE: 40/21/318 8443
CONTACT: DANIELA LUCA
DANA.LUCA@DBSCHENKER-ROMTRANS.COM

RUSSIA
EXPOTRANS
TELEPHONE: 74/95/988 0967
CONTACT: OLGA SERJANTOVA
OLGA.SERJANTOVA@EXPOTRANS.NET

SINGAPORE
APT SHOWFREIGHT (S) PTE.LTD.
TELEPHONE: 65/6499 8960
CONTACT: DANNY KHOR
DANNY.KHOR@APTSHOWFREIGHT.COM

SLOVENIA
INTEREUROPA D.D.
TELEPHONE: 38/6/4206 2810
CONTACT: MIRKA HAFNER
MIRKA.HAFNER@INTEREUROPA.SI

SOUTH KOREA
KEMI-LEE CO. LTD.
TELEPHONE: 82/2/565 3727
CONTACT: CHRISTINE OH
CHRIS_OH@KEMI-LEE.CO.KR

SPAIN
COMARFEX LOGISTICA DE FERIAS S.L.
TELEPHONE: 34/93/319 1269
CONTACT: JUAN CARLOS PEREZ
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SWEDEN
ON-SITE EXHIBITIONS AB
TELEPHONE: 46/31/707 3075
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SWITZERLAND
PRO-MESSE-SERVICE GMBH
TELEPHONE: 49/82/7180 1424
CONTACT: NORBERT KASTL
N.KASTL@PRO-MESSE.DE

TAIWAN
TRANS-LINK EXHIBITION
TELEPHONE: 88/62/2581 1133
CONTACT: FRANCES LIN
FRANCES@TRANS-LINK.COM.TW

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APT SHOWFREIGHT LTD.
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CONTACT: HASNAI KONGKAEW
HASNAI@APTSHOWFREIGHT.COM

TURKEY
GRUPTRANS
TELEPHONE: 90/212/426 2728
CONTACT: UMRAN OZDINDAR
UMRAN@GRUPTRANS.COM

UAE
GT INTERNATIONAL
TELEPHONE: 44/13/7656 7567
CONTACT: DAVID LEIGH
DAVIDLEIGH@GTEXHIBITIONS.COM

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CONTACT: DEAN WALE
DEAN.WALE@CEVALOGISTICS.COM

UKRAINE
F.E. SHARP
TELEPHONE: 38/044/4986 640
CONTACT: PAVEL ZAKHAROV
PAVEL.ZAKHAROV@SCHERP.COM.UA