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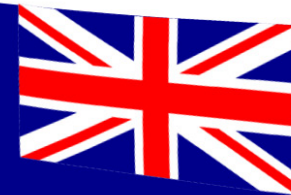


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The largest global transplantation  
congress of the year!

# EXHIBITOR MANUAL



ICC Sydney, Sydney, Australia | [www.tts2026.org](http://www.tts2026.org)

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### The Transplantation Society

740 Notre-Dame Street West, Suite 1245 | Montreal, QC H3C 3X6 Canada

Exhibit Fulfillment Manager – Stephanie Hussey - Email: [stephanie.hussey@tts.org](mailto:stephanie.hussey@tts.org)

## 1. Congress Summary

TTS 2026 is a major international meeting organized by The Transplantation Society (TTS).

Dates: September 20-23, 2026

Location: Sydney, Australia

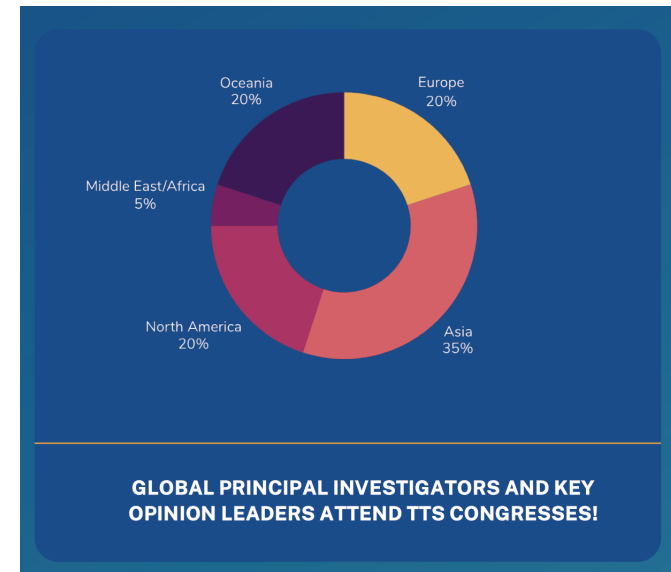
Venue: ICC Sydney, 14 Darling Drive, Sydney, NSW

Room: Hall 1-2 Exhibition Centre

Website: [www.iccsydney.com.au](http://www.iccsydney.com.au)

**Over 3,000 participants**, including clinicians, scientists, trainees, and allied health professionals from diverse backgrounds around the world will gather in Sydney, Australia from September 20 to 23, 2026, for a four-day journey of scientific exchange.

TTS is a global organization with over **5,000 members from 105 countries** and TSANZ counts over 660 members from 8 countries. Together, we look forward to hosting many of our members at TTS 2026, whether it be in-person or virtually. State-of-the-art lectures, plenaries, workshops, oral presentations, poster sessions and many affiliated program components will stimulate deep discussions on the latest research in all areas of transplantation. A well-curated list of renowned experts will present, ensuring the highest quality and most relevant insights for all attendees.



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## 2. Contact Information – TTS Secretariat

<b>Exhibit Fulfillment &amp; Marketing Assets Manager:</b> Stephanie Hussey Email: <a href="mailto:stephanie.hussey@tts.org">stephanie.hussey@tts.org</a>	<b>Sponsorship Sales &amp; Corporate Symposia Manager:</b> Julie Bourgoin Email: <a href="mailto:Julie.bourgoin@tts.org">Julie.bourgoin@tts.org</a> Phone: +1-514-245-6405	<b>Registration Manager:</b> Carole Laflamme Email: <a href="mailto:carole.laflamme@tts.org">carole.laflamme@tts.org</a>
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## 3. Contact Information – Official Vendors

### General Show Services / Electrical / Audiovisual:

#### Company: Harry The Hirer

Contact: Sophie Swinton

Email: [sophies@harrythehirer.com.au](mailto:sophies@harrythehirer.com.au) | Phone: +61 02 9666 8699

*Personalized token link to online ordering portal will be sent by email from Harry the Hirer to the exhibitor. If you have not received your link, please contact Sophie Swinton.*

### Lead Retrieval / Badge Scanning for Exhibitors and Symposia Organizers:

#### Company: CrowdComms

Email: [support@crowdcomms.com.au](mailto:support@crowdcomms.com.au)

### Catering, Internet Services, Booth Cleaning, Security Provider:

#### Company: ICC Sydney

Contact: Exhibition Services

Email: [Exhibitionservices@iccsydney.com](mailto:Exhibitionservices@iccsydney.com) | +61 2 9215 7373

[Exhibitor Toolkit](#) | [Exhibitor Order Portal](#) | [Safety Guidelines](#)

### Shipping / Material Handling

#### Company: GEL Event Logistics

Contact: Killian Rock | Email: [killian@gelevents.com.au](mailto:killian@gelevents.com.au)

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## 4. Deadlines & Mandatory Forms

### Summary of Deadlines

Deadline	Item	Supplier
June 1	Custom-booth floor plans Booth entertainment request form Giveaway request form	TTS
August 15	Registration Insurance certificate Directory entry Lead retrieval	TTS  CrowdComms
August 21	Harry The Hirer Show Services Orders	Harry The Hirer
August 31	Advance Warehouse opens	GEL
Sept 3	ICC Service Orders Internet Booth cleaning Security Catering	ICC Sydney
Sept 4	Shipping and material handling form	GEL
Sept 11	Advance Warehouse closes	GEL

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## TTS Congress Secretariat Deadlines

	Mandatory Forms	Return to / Inquiry to	Deadline Date
<input type="checkbox"/>	Custom-built booths only: submit building plans with technical details	Exhibit Fulfillment Manager Stephanie Hussey <a href="mailto:stephanie.hussey@tts.org">stephanie.hussey@tts.org</a>	Monday, June 1, 2026
<input type="checkbox"/>	<a href="#">Booth Entertainment Request Form</a>		
<input type="checkbox"/>	<a href="#">Giveaway Request Form</a>		
<input type="checkbox"/>	Exhibit Staff Registration*  <i>*Exhibitors and sponsors will receive an email with detailed registration instructions in April 2026. **Any changes received after September 4 will be managed onsite.</i>	Registration Manager Carole Laflamme <a href="mailto:carole.laflamme@tts.org">carole.laflamme@tts.org</a>	Friday, August 15, 2026
<input type="checkbox"/>	Certificate of Insurance (mandatory)	Exhibit Fulfillment Manager Stephanie Hussey <a href="mailto:stephanie.hussey@tts.org">stephanie.hussey@tts.org</a>	
<input type="checkbox"/>	Exhibit Directory Entry*  <i>*Exhibitors and sponsors will receive an email with instructions in April 2026.</i>	Exhibit Fulfillment Manager Stephanie Hussey <a href="mailto:stephanie.hussey@tts.org">stephanie.hussey@tts.org</a>	

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### Show Service Provider – Harry The Hirer – Deadlines

	Exhibitor Services Kit	Ordering Process	Deadline Date
<input type="checkbox"/>	Custom Furniture / Flooring	Harry The Hirer will provide a token link to the exhibitor portal. <i>TTS transfers exhibitor information            on a regular basis.</i> Can't find your link? Contact <a href="#">Sophie Swinton</a>	Friday, August 21, 2026
<input type="checkbox"/>	Electrical (for custom-built booths only)		
<input type="checkbox"/>	Audiovisual / Monitors / Lighting		
<input type="checkbox"/>	Signage / Printing on panels		

### Shipping & Handling – GEL Event Logistics – Deadlines

	Exhibitor Services	Ordering Process	Deadline Date
<input type="checkbox"/>	Advance Warehouse Receiving starts	Submit Advanced Warehouse Booking Form to <a href="mailto:killian@gelevents.com.au">killian@gelevents.com.au</a>	Monday, August 31, 2026
<input type="checkbox"/>	Booking Deadline / Advance Warehouse Booking Form Submission		Friday, September 4, 2026
<input type="checkbox"/>	Freight Delivery Deadline to GEL Depot		Friday, September 11, 2026

### Lead Retrieval / Badge Scanning Deadline (exhibitors and corporate symposia) – CrowdComms - Deadlines

	Lead Retrieval details and order link	Order Link	Due Date
<input type="checkbox"/>	Order deadline	<a href="https://registration.crowdcomms.com/lctts2026">https://registration.crowdcomms.com/lctts2026</a>	Saturday, August 15, 2026

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## Internet Services / Booth Cleaning / Security Deadlines – ICC Sydney Deadlines

	Forms	Ordering Process	Deadline Date
<input type="checkbox"/>	Internet Services <i>(The Congress provides WiFi. WiFi must be ordered separately if booth displays depend on Internet.)</i>	Exhibitor portal: <a href="https://tinyurl.com/y2f8rcy6">https://tinyurl.com/y2f8rcy6</a>	Thursday, September 3, 2026
<input type="checkbox"/>	Booth cleaning <i>(The Transplantation Society is responsible only for emptying baskets along the pathways and keeping the shared spaces clean. Exhibitors will be responsible for keeping their booths clean at all times.)</i>		
<input type="checkbox"/>	Security	Please contact <a href="#">Exhibition Services</a> .	

## Catering Deadlines

The ICC Sydney has its own in-house Culinary team. The provision of refreshments for delegates by Exhibitors are permitted, subject to the catering regulations of the ICC Sydney.

The Congress is serving coffee breaks and lunches in the exhibit hall for all participants including exhibitors from Monday, September 21 to Wednesday, September 23. Light catering will also be available at the Welcome Reception and Poster Sessions.

	Forms	Ordering Process	Deadline Date
<input type="checkbox"/>	Catering Menu & Online Order Form	Exhibitor portal: <a href="https://tinyurl.com/y2f8rcy6">https://tinyurl.com/y2f8rcy6</a>	Thursday, September 3, 2026

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## 5. Exhibition & Key Break Schedule

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

	Date	Time	
Exhibitor Move-In (20x20 & larger booths only)			
Exhibitor Move-In	Sunday, September 20, 2026	08:00-17:30	
		<b>Exhibit Show Hours</b>	<b>Key Breaks</b>
Exhibition Show Hours & Key Breaks	Sunday, September 20, 2026	18:30-20:30	18:30-20:30 Welcome Reception
	Monday, September 21, 2026	09:30-18:00	10:15-10:45 AM Break 12:00-13:30 Lunch 15:00-15:30 PM Break 16:45-18:00 Poster Session 1
	Tuesday, September 22, 2026	09:30-18:00	10:15-10:45 AM Break 12:00-13:30 Lunch 15:00-15:30 PM Break 16:45-18:00 Poster Session 2
	Wednesday, September 23, 2026	09:30-14:00	10:15-10:45 AM Break 12:00-13:00 Lunch
Exhibitor Move-Out	Wednesday, September 23, 2026	14:00-20:00 <i>Empty crates may only be returned to the Exhibit Hall after 14:00.</i>	

Click here for the Program at a Glance: <https://tts2026.org/program/program-overview>

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## 6. Exhibit Staff Registration & Badges

**Exhibitor badges included with purchase of exhibit space: 2 Exhibitor badges per 9 sqm (100 sq ft)**

Exhibitor badges provide access to:

- Exhibit hall
- Congress materials
- Welcome reception
- Refreshment breaks
- Lunches on Monday, Tuesday and Wednesday

Registration instructions will be sent via email in June by Stephanie Hussey ([stephanie.hussey@tts.org](mailto:stephanie.hussey@tts.org))

## 7. Accommodation

TTS 2026 accommodation are not managed through an official housing bureau.

Warning: Unauthorized housing companies may contact exhibitors. Only book through the TTS 2026 website.

Several room blocks have been negotiated. We suggest booking hotel rooms by end of July.

Accommodation details and booking links: <https://tts2026.org/reg-hotel/accommodation>

For groups of 10 or more, please contact Stephanie Hussey ([stephanie.hussey@tts.org](mailto:stephanie.hussey@tts.org)) who will then put the exhibitor in contact with the appropriate hotel representative for a group booking.

## 8. Material Handling & Shipping

**As move-in takes place on a Sunday, it is highly recommended to ship materials to the Advance Warehouse. The ICC Sydney does not accept shipments on weekends, and neither prior to move-in.**

GEL offers a dedicated advance warehouse service for smaller shipments, which are often more economical when sent via courier. This service provides a seamless and cost-effective shipping solution for low-volume or low-weight consignments, typically one-way shipments that do not require Temporary Import Clearance.

If using a courier service, it is the sender's responsibility to ensure all charges are prepaid, and the courier can clear and deliver the goods to our warehouse within the designated deadlines. Please note that GEL Events will not interfere with customs or quarantine clearance, and any such intervention will incur additional charges and may cause delays.

GEL Events Pty Ltd is not to be used as the Importer of Record (IOR) by your contracted customs broker - shipments should be cleared under a separate CCID - If you require GEL Events to be listed as the IOR, a formal letter of authority must be provided.

All courier shipments must be sent under DDP terms, with all import charges, duties, and taxes billed back to the sender / shipper at Origin. It is very important, especially for deliveries booked through third parties, that freight is properly pre-alerted and correctly labeled with the event details, including exhibitor name, hall and stand number. **Please ensure you complete our booking form and submit a full pre-alert with the courier consignment note and tracking reference prior to the shipment delivery.** By pre-alerting and consigning shipments to GEL Events Pty Ltd, you accept our shipping instructions, terms, and the relevant event handling charges or separate quotation.

Please observe all shipping deadlines and supplier regulations.

The Transplantation Society and GEL Event Logistics cannot be responsible for any delayed or lost shipments.

## 9. Exhibit Space Setup

### Standard Booth Package 3m x 3m (10' x 10')\*

The following items are included in a shell scheme turnkey booth package:

- Aspen shell with fascia with stand number and company name
- 2 energy efficient spotlights
- Shell carpet (ash grey)
- 1 Metro lockable cupboard
- 2 Baxter bar stools (coconut white)
- 1 garbage bin
- 1 single 4 amp electrical outlet

### Global Village Non-Profit Booths 3m x 2m (10ft x 6ft)\*

The following items are included in a shell scheme turnkey booth package:

- Blanco shell with fascia with stand number and company name
- Shell carpet (blue)
- Table and 2 chairs
- 1 garbage bin
- 1 single 4 amp electrical outlet



*\*Exhibit space rental does NOT include any of the following: additional furniture, internet services, labor, shipping, audiovisual, monitors, exhibit booth display packages, cleaning or any other services. These items should be ordered through Harry The Hirer's Exhibitor Portal or the ICC Sydney Exhibitor Portal, depending on the required service.*

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### Custom Booths:

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

The [ICC Custom Stand Permit](#) is also required.

The layout, with measurements and building material specifications, needs to be submitted in detailed drawings to The Transplantation Society and the ICC Sydney. If exhibit plans are revised after approval has been send, the revised plans need to be re-submitted for approval as soon as possible.

Maximum building height	not to exceed 5m (16.4ft)
Island booths	must have at least 40% access from all four sides
Exhibitor Organizer Toolkit ICC Sydney	<a href="https://iccsydney.com.au/exhibitor-toolkit/">https://iccsydney.com.au/exhibitor-toolkit/</a>
Exhibitor Portal ICC Sydney	<a href="https://tinyurl.com/y2f8rcy6">https://tinyurl.com/y2f8rcy6</a>
Safety Guidelines	<a href="https://iccsydney.com.au/wp-content/uploads/2025/09/Event-Planning-Safety-Guidelines.pdf">https://iccsydney.com.au/wp-content/uploads/2025/09/Event-Planning-Safety-Guidelines.pdf</a>
Loading Dock Access	<p>All traffic is to enter via the southbound lane of Darling Drive. Movement of vehicles on the loading dock is strictly one way. The loading docks are NO PARKING zones. <a href="#">iccsydney-accessmap-loading.pdf</a></p> <p><b>Loading Dock Bookings</b></p> <p><b>ALL VECHILES</b> need to log their move in and move out access times via <a href="#">Loading Dock Booking   ICC Sydney</a> (noting Hall 1 or Hall 2) for locations</p> <p><b>Carpark:</b></p> <p><a href="#">Transport &amp; Parking Options   Getting Here   ICC Sydney</a></p>
Contractor Induction 	<p>Workplace health and safety (WHS) is important to ICC Sydney, but in order to be effective it must be everyone's concern. All organizers, contractors, sub-contractors, exhibitors, and associated staff conducting high risk works (ie using tools, building items) need to complete an induction prior to the event move in. This includes familiarization of the venue's emergency procedures. Every contractor's induction status requires ICC Sydney confirmation prior to starting work. Please contact the inductions team at <a href="mailto:inductions@iccsydney.com">inductions@iccsydney.com</a>.</p>

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## 10. 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.

**Booth Allocation** is based on sponsorship level and booking date. Exhibit space allocation started in January 2026 - level sponsors have first choice in selecting booth location, followed by exhibitors on a “first-booked, first-served” basis. Stephanie Hussey will contact all exhibitors to confirm booth allocation.

## 11. Liability Insurance

All exhibitors must provide proof of liability insurance. The Transplantation Society does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance. Please return to [Stephanie Hussey](#) by August 15, 2026.

The Transplantation Society 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 Transplantation Society no later than August 15, 2026.

### 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:** The Transplantation Society (TTS) including the business address

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## 12. Advertising, Sales Activities & Giveaways

TTS 2026 is NOT accredited for Continuing Medical Education (CME).

However, to ensure alignment with international industry codes, local regulations, and congress standards, all exhibitors wishing to distribute giveaways or promotional items must submit a [Booth Entertainment Request Form](#) and/or [Giveaway Request Form](#) for review and approval prior to the congress.

The distribution of gifts, promotional items, raffles, prize draws, or contests that could be perceived as inducement, entertainment, or personal benefit is not permitted.

### **Promotional activities / price draws / lotteries:**

All promotional activities must remain within the contracted booth space. Distribution of any material is likewise limited to the confines of their exhibit space.

The use of games of chance, lottery devices, musical instruments and other slideshow practices is permitted only with written permission of The Transplantation Society. The use of amplifiers, musical performances and any other sound generating equipment requires advanced written approval as well. Noisy demonstrations may be restricted or prohibited after permission of 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**.

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.

### **Giveaways:**

Approved items must be:

- Modest in value | Appropriate for a scientific and professional congress | Primarily educational or practice-related in nature

TTS reserves the right to prohibit or remove any giveaway that has not been submitted for approval or that does not comply with congress policy.

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## 13. General Exhibition Rules & Regulations

### 13.1 House Rules – ICC Sydney

The rules of the venue do apply and are binding to all exhibitors. Whoever does not follow these regulations will be excluded from the exhibition after a first warning. The Exhibitor Toolkit is available [HERE](#).

### 13.2 Non-Smoking Venue

Smoking, including vaping and e-cigarettes, is not permitted anywhere within the ICC Sydney, including back-of-house areas and loading docks.

### 13.3 Move-In Times and 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 Transplantation Society at its own discretion. Moreover, the exhibitor is then liable to The Transplantation Society for the agreed exhibit rental fee. The exhibitor is not entitled to damage claims.

### 13.4 Safety

[ICC Sydney Safety Guidelines](#) – Please take the time to review prior to arriving onsite.

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

The Transplantation Society, the ICC Sydney 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.

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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### 13.5 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.

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 30cm (1 foot) 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.

***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.***

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).

### 13.6 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 Transplantation Society's consent. The Transplantation Society and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies at all times.

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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 ICC Sydney staff. ICC Sydney security personnel are trained in fire safety and basic first aid.*

### **13.7 Move-out and Removal**

Dismantling of exhibit construction and décor may only commence on the last day of the Congress after 14:00 (Wednesday, September 23, 2026). The Transplantation Society 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, exhibitors should pay attention not to leave behind any belonging in the drawers and the shelves. The Transplantation Society does not take responsibility for any damage or loss. All exhibitors and subcontractors must return equipment and tools that are leased from any suppliers.

Any exhibitor wishing to remove an item from the exhibition area during official show hours is required to complete an [Exit Voucher](#) and obtain authorization prior to removal.

### **13.8 Booth Sharing**

The sharing of booth space is prohibited, except when sharing the space with divisions of the same company or between companies co-marketing a product or service.

### **13.9 Photography / Videography**

Only the official photographer hired by The Transplantation Society may take photographs or videos inside the exhibition hall. Individuals are subject to immediate removal from the exhibition hall.

### **13.10 Children / Guests**

No children or guests are allowed inside the Exhibit Hall, unless accompanied by an adult registered to the Congress. A guest badge must be collected from the registration desk.

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### **13.11 Sale of Goods and Services**

The sale of goods and services of any kind is prohibited. Order taking is permitted. However, the exhibitor agrees not to deliver any goods and / or services until after the conclusion of the exhibition. Furthermore, the exhibitor agrees not to conduct or permit the receipt of legal tender or anything of value for machinery, equipment, goods and/or services.

### **13.12 Liability For Rented Equipment**

Exhibitor accepts full responsibility for all rented equipment, such as standard exhibit stand construction, furniture, AV and computer equipment, etc. by submitting order forms to third-party suppliers. The Exhibitor will be charged for any loss of or damage to rented equipment.