



**ISCFS PRESIDENT: DR. XIONGZHENG MU**

INTERNATIONAL SOCIETY OF CRANIOFACIAL SURGERY  
**OCTOBER 27-30, 2025 | SHANGHAI, CHINA**

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## **EXHIBITOR INFORMATION**



## CONGRESS VENUE

Jing An Shangri-La, Shanghai  
1218 Middle Yan'an Road, Jing An Kerry Centre, West Nanjing Road,  
Shanghai 200040, China

## REGISTRATION TIME (FOR EXHIBITORS)

Monday, October 27, 2025 | Level 5  
Time: 8:30 am – 6:00 pm

## MOVE IN & SET UP

Monday, October 27, 2025 | Level 5  
Time: 8:30 am – 6:00 pm

## EXHIBITION OPENING TIME

9:00 am – 6:00 pm (October 28~30, 2025) | Level 5

## DISMANTLING & MOVE OUT

Thursday, October 30, 2025  
Time: after last coffee break, estimated 4:00 pm

## BOOTH DECORATION & FACILITIES

### I. Raw Space Booth (3m x 3m)

Each 3m x 3m raw space booth will be provided with one banquet table (L 183 cm x W 45 cm x H 76 cm) and two chairs only. All other construction materials and furnishings shall be arranged by the exhibitor at their own expense. Additional furniture is available for rental on-site; please refer to the attached appendix for the rental list and prices.

*(Note: Standard voltage in China is 220V. Exhibitors are advised to prepare appropriate voltage adapters to protect their electrical equipment.)*

### II. Special Booth Construction

Should you require custom booth construction services for your raw space; HONGBO EXPO can provide such services at your expense. Please refer to the attached appendix for the prices. For inquiries, please contact **MS. Jiaren Xu**, Email: [153498351@qq.com](mailto:153498351@qq.com)  
**Tel: (86)13636681954**

### III. Deposit

A security deposit is required for booth construction and arrangement, which shall be borne by the exhibitor. The security deposit for each 3m x 3m booth is \$1,500, uniformly collected by Shanghai Hongbo Expo. The full amount will be refunded after the exhibition is dismantled and upon inspection without any irregularities.



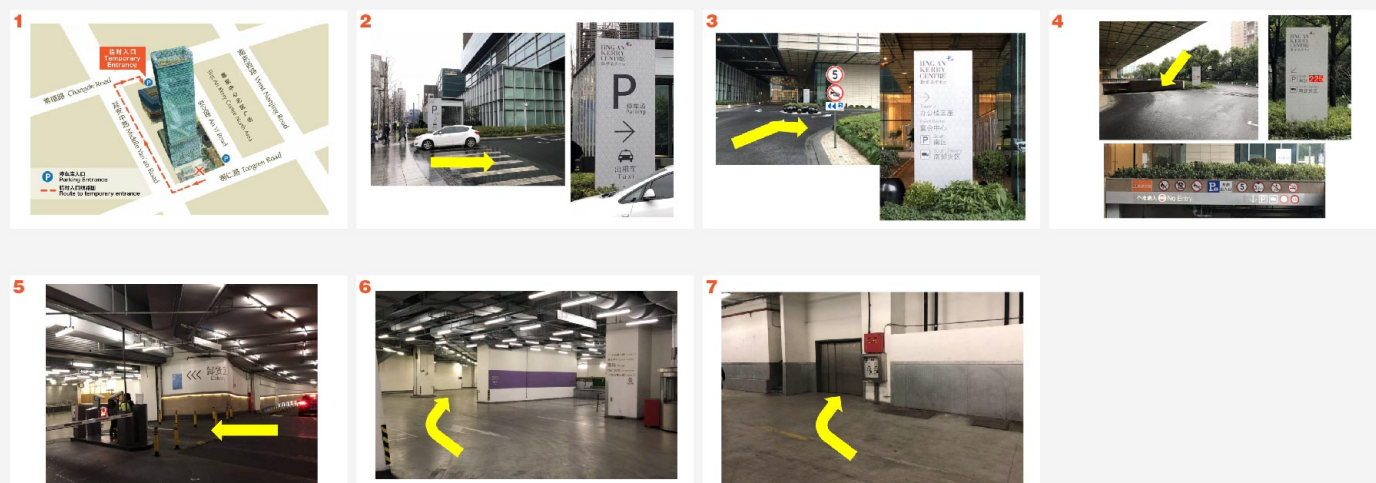
## INTERNATIONAL TRANSPORTATION OF EXHIBITS

HONGBO EXPO does not handle international shipping or customs clearance for exhibits. Exhibitors must retain a freight forwarder at their own expense to manage all import procedures. All exhibit materials entering China, including promotional gifts distributed to visitors, must be declared to Chinese Customs.

## LOADING AND UNLOADING OF EXHIBITS

I. The Jing An Shangri-La features a dedicated freight access point. Please instruct your local Shanghai freight carrier to utilize this designated route.

II. Truck route diagrams are attached.



III. Freight Elevator Dimensions: **Width: 2.4m, Height: 2.5m, Depth: 5.7m**

IV. On-site handling services from the unloading area to the 5th-floor exhibition hall are available. Fees will be calculated based on the quantity and weight of items.

## STORAGE

A storage room on the same floor as the exhibition hall will be available for the temporary storage of empty exhibit crates.

## DELIVERY/COLLECTION OF BOOTH MATERIAL

You can commission Jing An Shangri-La for the delivery and collection of material and for help with booth construction/material.

Please contact Ms. Lena Jiang (Assistant Director of Events Management) for this purpose, Phone: (86) 13917503655, Email: [E.Lena.Jiang@shangri-la.com](mailto:E.Lena.Jiang@shangri-la.com)

Please use the provided shipping labels to send material to Jing An Shangri-La, Shanghai. Deliveries should be scheduled to arrive no more than 3 days prior to the event start date for your set up.



## OUTBOUND SHIPPING

Exhibitors may select their preferred cross-border logistics provider. The conference organizers recommend DHL for logistics services. All packages are subject to handling fees based on quantity and weight. Please visit <https://mydhlplus.dhl.com/cn/en/ship/delivery-services.html> for order.

## SAFETY

No emergency exits, escape routes, traffic routes and safety equipment (fire alarms, hydrants, and fire extinguishers) may be obstructed or restricted at any time and must be accessible and clearly visible at all times. In the event of infringements, the party responsible shall be liable.

## LIABILITIES FOR DAMAGE OR THEFT

Jing An Shangri-La is not liable for any damage to the building and/or inventory caused by you and/or contracted companies. The person causing this is solely liable. Any damage incurred in this respect will be charged to the person who caused it. The floor is carpet. Should the existing carpet be damaged during booth construction, this damage will be charged to the party responsible.

Jing An Shangri-La is also not liable for any theft of property. We therefore recommend that you take appropriate measures in advance.

## WELCOME RECEPTION

On October 28, 2025, the Welcome Reception will take place within the exhibition area on the 5th floor. It will start at approximately 6:00 pm. The Welcome Reception is a good opportunity for discussions and to maintain contacts. A full exhibition gives a nice overall picture, so you are invited to eat and drink with us. The event is free of charge for booth staff.

## FOOD & BEVERAGE

Standard catering for all participants and booth staff is included. All other services that you would like to offer at your booth must be ordered from the Shangri-La Jing An for a fee. For catering orders, contact Ms. Lena Jiang (Assistant Director of Events Management) Phone: (86) 13917503655, Email: [E.Lena.Jiang@shangri-la.com](mailto:E.Lena.Jiang@shangri-la.com)

## INTERNET

Basic WLAN is available free of charge.

If you need a LAN connection or faster WLAN lines, you can book this with Ms. Ada King Phone: (86) 13761051633, Email: [adaking720@126.com](mailto:adaking720@126.com)

## SECURITY

The Jing An Shangri-La provides standard security measures, and the exhibition area is equipped with surveillance equipment. However, dedicated security services are not provided for exhibitors. Please keep your valuables properly secured. If dedicated security services are required, the costs will be borne by the exhibitor. The daytime security service fee during the exhibition period is \$210 per day for an 8-hour shift. Overtime is charged at \$21 per hour. Please contact Ms. Ada King, Phone: (86) 13761051633 Email: [adaking720@126.com](mailto:adaking720@126.com)





**THANK YOU  
FOR YOUR  
SUPPORT!**

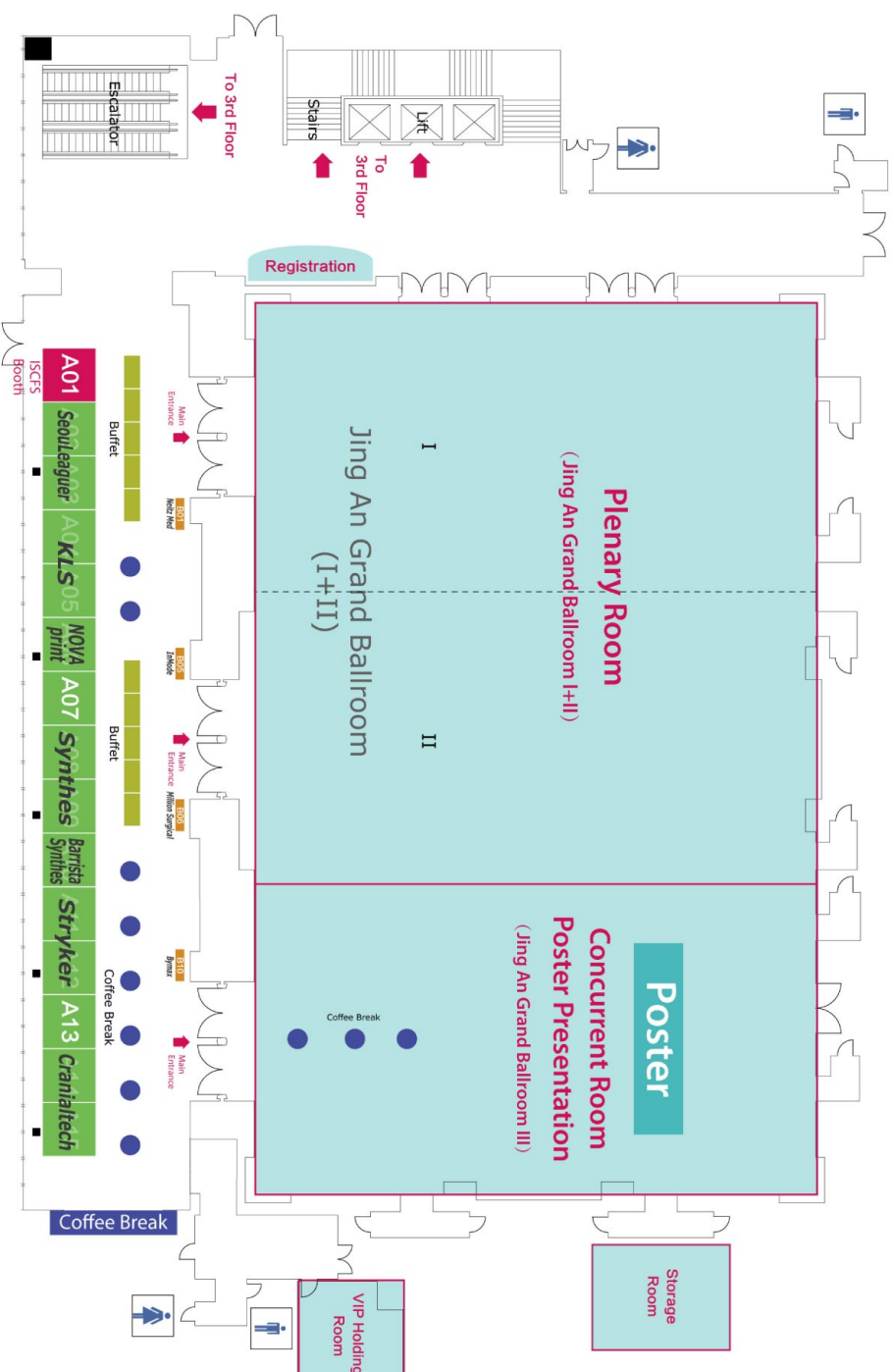
Shanghai Hongbo Expo is the official on-site exhibition services provider designated by the Conference.

We will supply all participating enterprises with comprehensive services required during the event.

Should you have any requirements, please do not hesitate to contact us.

Contact Person: Ms. Ada King  
Email: [adaking720@126.com](mailto:adaking720@126.com)  
Tel: (86)13761051633

# Floor Plan Level 5



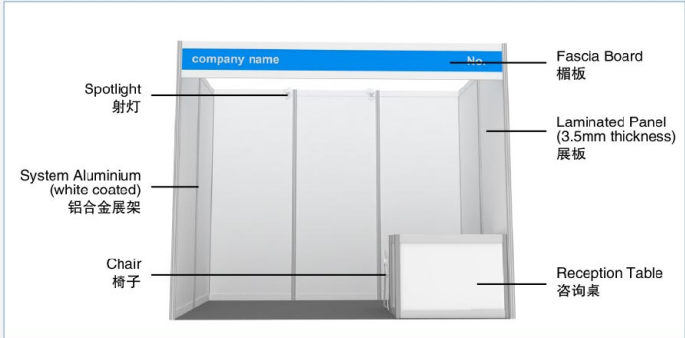
- Meeting Room Planned for ISCFs 2025
- Booth (10ft x10ft) A01-A23
- IBM Table (6ft x1.47ft) B01-B24
- Coffee Break
- Buffet



SHANGRI-LA

JING AN SHANGRI-LA, SHANGHAI

## Appendix-1 ( booth construction )

ITEM	UNIT PRICE
 <p>(3mx3m standard booth)</p> <p>(a) Shell scheme booths are all of uniform design. The fascia board shall be 300mm in height, with white English letterings and stand number thereon.</p> <p>(b) The booth area is fully carpeted.</p> <p>(c) Height of booth is 2.5m</p> <p>(d) Rear supports and cross beams may be added to any booth wherever deemed fit and at the Organiser's discretion without dispute. At the frontage of the stand, there is a pole at every 3m distance to support the fascia.</p>	<p>\$150/booth</p>
Self-adhesive photo print (including manual posting)	\$36/m <sup>2</sup>
Production of KT board pictures (including manual posting)	\$54/m <sup>2</sup>
Plastic litter bin	\$3
Truss background wall	\$36/m <sup>2</sup>
Wooden structure background wall	\$90/m <sup>2</sup>





**AS01**  
**咨询桌**  
Information Counter  
1000L x 500W x 750H mm



**AS02**  
**锁柜**  
Lockable Cupboard  
1000L x 500W x 750H mm



**AS05**  
**矮身玻璃柜**  
Low Glass Showcase  
1000L x 500W x 1000H mm



**AS06**  
**高身玻璃柜**  
Tall Glass Showcase  
500L x 500W x 2000H mm



**AS07**  
**高身玻璃柜**  
Tall Glass Showcase  
1000L x 500W x 2000H mm



**AS11**  
**平层板**  
Flat Shelf  
1000L x 300W mm



**AS13**  
**锁门**  
Lockable Door  
950W x 2000H mm



**AS15**  
**阶梯型咨询桌**  
Information Counter  
1030L x 535W x 1100H mm



**MT01**  
**白色圆桌**  
Round Table  
800Φ x 750H mm



**MT02**  
**方台**  
Square Table  
650L x 650W x 700H mm



**C01**  
**折椅**  
Folding Chair  
460L x 400D x 455H mm



**C02**  
**皮椅**  
Black Leather Arm Chair  
570W x 440D x 455H mm



**C03**  
**葫芦椅**  
Glisso  
480W x 550mm x 800H mm



**S01**  
**单人沙发**  
Single Sofa  
700W x 700D x 455H mm



**BS01**  
**吧椅**  
Bar Stool  
460W x 400D x 455H mm



**M02**  
**杂志架B**  
Magazine Rack B  
270 x 250 x 1200H mm



**D03**  
**会议桌**  
Meeting Table  
1400L x 700W x 750H mm



**AV02**  
**LCD**  
LCD(42"50")



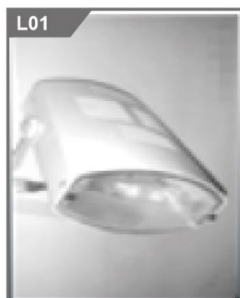
**E01**  
**冰箱**  
Refrigerator (90L)  
500L x 500W x 860H mm



**E03**  
**饮水机**  
Water Dispenser



**SP03**  
**植物**  
Plant  
1000H mm



**L01**  
**75W LED大白灯**  
75W LED floodlight



**L02**  
**50W LED鸭嘴大白灯**  
50W LED Spade lamp



**L03**  
**9W LED长臂射灯**  
9W LED Long Arm spotlight



**P01**  
**插座**  
Power Socket (Square Pin)  
Max.500W



## Appendix-2( Facility & Prize )

NO.	ITEM	UNIT PRICE	
AS01	INFORMATION COUNTER (1000L*500W*750H MM)	\$18	
AS02	CABINET WITH LOCK (1000L*500W*750H MM )	\$45	
AS05	LOW SHOWCASE (1000L*500W*100H MM )	\$63	
AS06	TALL SHOWCASE (500L*500W*2000H MM )	\$81	
AS07	TALL SHOWCASE (1000L*500W*2000H MM )	\$99	
AS11	FLAT/SLOPED SHELF (1000L*3000WMM)	\$11	
AS13	Lockable Door (950W*2000H MM)	\$54	
AS15	INFORMATION COUNTER (1030L*535W*1100H MM)	\$36	
MT01	ROUND TABLE (800L*750H MM)	\$36	
MT02	WHITE SQUARE TABLE (650L*650W*700H MM)	\$27	
C01	PLASTIC CAMPSTOOL (460L*400W*455H MM )	\$6	
C02	BLACK LEATHER CHAIR (570W*440D*455H MM )	\$11	
C03	WHITE STANDARD CHAIR (480L*550W*800H MM )	\$14	
S01	SOFA (950L*750W*750H MM )	\$54	
BS01	BAR STOOL (460L*400W*455H MM )	\$27	
M02	CATALOGUE HOLDER	\$36	
D03	Meeting TABLE (1400L*700W*750H MM)	\$81	
AV02	42 LCD TV	\$325	
E01	Refrigerator (90L)	\$271	
E03	Water dispenser	\$54	
		with 1 bottle of water	
SP03	Plant	S	\$18
		M	\$36
		L	\$54
L01	75W LED floodlight	\$72	
L02	50W LED Spade lamp	\$54	
L03	9W LED Long Arm spotlight	\$12	
P01	Power Socket (MAX.500W)	\$12	