

ISLB 2026 Exhibitor Manual

November 7-9, 2026 | Madrid, Spain



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8TH ANNUAL CONGRESS
Liquid Biopsy
November 7-9, 2026 | Madrid, Spain

ISLB 2026 Secretariat:
International Conference Services Ltd.
555 Burrard Street Vancouver, BC Canada V7X 1M8
Email: islb-fulfillment@icsevents.com

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Event Summary

Key Information

Date: November 7-9, 2026
Location: Madrid, Spain
Venue: Meliá Castilla Hotel & Convention Center
Room: Patio 1,2,3, Meeting Room Level
Website: <https://islb-congress.info>

Purpose & Host

The International Society of Liquid Biopsy (ISLB) is the first international professional organization committed to the improvement and implementation of liquid biopsies in clinical routine practice and the promotion of a multidisciplinary approach for the diagnosis and treatment of cancer patients based on the use of liquid biopsies.

ISLB 2026 will feature a dynamic scientific program with world-leading faculty, groundbreaking research, and interactive sessions designed to foster collaboration across disciplines. Beyond the science, the congress will provide unparalleled networking opportunities with clinicians, researchers, industry partners, and innovators—all working together to accelerate the implementation of liquid biopsy in clinical practice.



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ISLB 2026 Secretariat

Exhibit Manager

- Franny Glaser: [+43] 1 3950 6191 ext 307
islb-fulfillment@icsevents.com
[Lead Retrieval](#) | [Catering](#) | [AV Services & Equipment](#) | [Internet](#)
Exhibitor Contractor Form: [HERE](#)

Partnerships Manager

Chelsea Prangnell: [+1] 778-716-6723
islb-sponsorship@icsevents.com

Registration & Housing Manager

Alex Hill: [+1] 604-681-2153 ext 181
islb-registration@icsevents.com

Official Vendors

DiP Projects Stand & Event Design

- [Booth Design](#) | [Graphic Printing](#) | [Furniture](#) | [Power](#)
- Nelia Trapero: +34 914089043
- ntrapero@dip-projects.es
- Catalogue: [VIEW HERE](#)

RESA EXPO LOGISTICS

- [Shipping & Logistics](#) | [Customs](#) | [Advance Warehousing](#) | [Material Handling](#)
- Bárbara Helguero - Tel.: + 34 91 669 40 79
- madrid@resaexpo.com
- Shipping Rates: [VIEW HERE](#)
- Shipping Instructions: [VIEW HERE](#)

ISLB Secretariat Deadlines



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	Mandatory Items	Return to	Due Date
<input type="checkbox"/>	Logo, Company Bio	Exhibit Manager	September 7, 2026
<input type="checkbox"/>	Approval for Custom-built Booth	Exhibit Manager	September 7, 2026
<input type="checkbox"/>	Certificate of Insurance	Exhibit Manager	October 5, 2026
<input type="checkbox"/>	Exhibitor Contractor Form	Exhibit Manager	October 5, 2026
<input type="checkbox"/>	Exhibit Staff Registration	Registration Manager	October 5, 2026
<input type="checkbox"/>	Accommodation	Registration Manager	October 5, 2026

	Exhibitor Services	Return to	Due Date
<input type="checkbox"/>	Booth Entertainment Request	Exhibit Manager	October 5, 2026
<input type="checkbox"/>	Giveaway Request	Exhibit Manager	October 5, 2026
<input type="checkbox"/>	Lead Retrieval Order	Exhibit Manager	October 5, 2026
<input type="checkbox"/>	Booth Catering Order	Exhibit Manager	October 5, 2026
<input type="checkbox"/>	AV Order	Exhibit Manager	October 5, 2026
<input type="checkbox"/>	Dedicated Internet Order	Exhibit Manager	October 5, 2026

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Vendor Deadlines

	Exhibitor Services	Return to	Due Date
<input type="checkbox"/>	Show Service Discount Rate Order Deadline	DiP	October 9, 2026 *
<input type="checkbox"/>	Advance Warehouse Deadline for Airfreight Shipments	RESA EXPO	October 27, 2026
<input type="checkbox"/>	Advance Warehouse Deadline for Road freight/ Courier shipments from NON EU countries	RESA EXPO	October 27, 2026
<input type="checkbox"/>	Advance Warehouse Deadline for Road freight/ Courier shipments from EU countries	RESA EXPO	November 3, 2026

* Orders placed after this deadline are subject to a 30% price increase and availability cannot be guaranteed.

Please note that November 2 and November 9 are public holidays in Spain:

- November 2: RESA warehouse will be closed.
- November 9: any services provided on this date will incur a public holiday surcharge, as indicated in RESA tariff.



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Exhibition Schedule



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	Date	Time
Exhibitor Move-In ¹	Friday, November 6	12:00 – 18:00
	Saturday, November 7	08:00 – 10:00
Exhibition Show Hours ^{2, 3, 4}	Saturday, November 7	10:00 – 16:00 18:00 – 19:30 (Welcome Reception)
	Sunday, November 8	10:00 – 16:00
	Monday, November 9	08:30 – 10:30
Poster Sessions & Breaks in the Exhibit Hall ³	Saturday, November 7	11:15 – 12:15 15:15 – 15:45 18:00 – 19:30
	Sunday, November 8	10:45 – 11:45 14:45 – 15:15
	Monday, November 9	09:00 – 10:00
Exhibitor Move-Out	Monday, November 9	10:30 – 14:00

¹ All exhibit booths must be show ready by Saturday, November 7 at 10:00 for opening for the first day of exhibition.

² The Welcome Reception is taking place in the Exhibit Hall on November 7 from 18:00-19:30.

³ All exhibits are required to be staffed during the Welcome Reception, Exhibition Show Hours and Breaks in the Exhibit Hall – no exceptions. View the [Program at a Glance HERE](#).

⁴ All exhibitors will have access to the Exhibit Hall 30 minutes before and 30 minutes after Show Hours.

Exhibit Space Setup



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a. Standard Shell Scheme Booth

Each regular exhibit space rental unit includes the following:

- Floor space as assigned incl grey carpet
- Shell Scheme Walls (white, 2.5m high backwall, 2.5m high sidewall for corner booths)
- Vinyl cut, black lettering fascia sign with company's name
- 1 low round table (white, 80cm), 2 chairs
- 1 Electrical panel with a differential switch 1 kW
- 3 LED lights



Exhibit space rental does not include any of the following: additional furniture, dedicated internet connection, labor, shipping or any other services. These items should be ordered through the official partners.

The company logo can be printed on the fascia sign at exhibitors' own expense, this can be ordered from DiP.

Note: Innovation Row and Non-Profit Tabletops include 1 table and 2 chairs, they don't include back & side walls.

Exhibit Space Setup



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b. Custom Booth Design

We consider a booth to be custom-built when the structure included in the standard booth package is modified or replaced with another type of structure, while still respecting the dimensions of your purchased floorplan space.

If your booth design changes from the specifications on the previous slide, it will be treated as a custom build and will require prior approval from the ISLB 2026 Secretariat in writing. The layout, with measurements and building material specifications, needs to be submitted in detailed drawings to the ISLB 2026 Secretariat. Deadline for the submission of booth layout for custom-built booth is **September 7, 2026**. Please submit to the [ISLB 2026 Secretariat](#).

If exhibit plans are revised after approval has been sent, the revised plans need to be re-submitted for approval as soon as possible. Please allow enough time for exhibit construction approval.

Custom exhibition space is rented to the exhibitor without any prefabricated wall installations, furniture, internet connection, carpet, electricity, labor, shipping or any other technical supplies or facilities. These items should be ordered through the official partners.

It is the responsibility of the exhibitor to take care of the set-up, installation and dismantling of their booth.

Add-Ons



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a. Lead Retrieval

Lead retrieval at ISLB 2026 is mobile-app-based. Exhibitors will need to have their own mobile device with camera function and data plan or access to Wi-Fi (limited Wi-Fi will be provided for delegates by the Congress; exhibitors are encouraged to get their own Wi-Fi if needed, so as not to overload the bandwidth). Two options are available.:

- **Option 1: Lead Retrieval via the Congress Mobile App:** Within the 'Meeting Hub' function in the Congress Mobile app you have the option of connecting with all attendees. However, you will only be able to see the full name, organization and email address if attendees have opted in to sharing this information with other app users. This option is free of charge.
- **Option 2: Lead Retrieval via the Lead Retrieval App:** You will receive the separate login for the lead retrieval app. With the camera of your phone, you are scanning the attendee badges and get the following information: Name, Position, Country and Email Address. In the backend, you are able to set up qualifier questions for attendees to answer, that appear on your mobile device after an attendee badge has been scanned. This option is available at additional charge of EUR 300. Please confirm your order the [ISLB 2026 Secretariat](#) by **October 5, 2026**. Payment must be completed by credit card and full payment is due prior to the event.

b. Catering

The Meliá Castilla Hotel & Convention Center is the exclusive in-house caterer. For more information on the [ISLB 2026 Secretariat](#) by **October 5, 2026**.

Add-Ons



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b. AV

For information on AV equipment, please reach out to the [ISLB 2026 Secretariat](#) by **October 5, 2026**. Additional cost will occur.

c. Branding, Furniture & Electricity

Branding, furniture and power for your booth is exclusively provided by the Show Service Provider DiP. For more information, [view the catalogue HERE](#). Please submit the order form to ntrapero@dip-projects.es by **October 9, 2026**.

Orders placed after this deadline are subject to a 30% price increase and availability cannot be guaranteed.

d. Internet

WIFI at the Meliá Castilla Hotel will be available to Congress attendees. Should you require a dedicated WIFI Network or a hardwired internet connection to your booth, please reach out to the [ISLB 2026 Secretariat](#) by **October 5, 2026**. Additional cost may occur.

Move-In Logistics



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a. Material Handling and Advance Warehouse Shipping

We are pleased to inform you that **Resa Expo Logistics** has been appointed as the Official and Exclusive Freight Forwarder, Customs Broker and Onsite Handling Contractor for ISLB 2026. RESA offers you the following services:

- Offloading and reloading of vehicles onsite with forklift.
- Reception in our advance warehouse and deliveries and collections to / from booth
- Intermediate warehousing
- Collection, storage & redelivery of empty crates
- Customs formalities
- Collections from port / airport
- National and International transport (sea, road, air, express)
- Equipment and manpower supply
- Courier reception and delivery
- Transport Insurance
- Any other services related to logistics for trade shows and events

Please contact them before shipping your material. They will assist will be happy to assist you in finding the best logistics/ shipping solution and can also provide a quotation to support your budget planning.

The ISLB 2026 Secretariat cannot be responsible for any delayed or lost shipments and is not accepting packages on behalf of exhibitors, if shipped directly to the venue.

b. Direct Delivery on Move-In Day by Hand

We understand that some of the materials you may bring to the show can be carried by hand or a trolley. If this is the case, you may enter through the Main Entrance with materials in hand directly to your booth to set-up.

Move-In Logistics

c. Direct Delivery on Move-In Day with Car

If you need to unload your car, you may use the entrance located at Calle Francisco Gervás, 10, 28020 Madrid, Spain. This is a regular road with direct access to the exhibitor area. Parking will have to follow the legal indications ([view here](#)) and extra cost might occur, as parking on the street is not free of charge.

From the street and the sidewalk you will have access via a ramp (approx. 130cm wide) to a public square. Cross the square to access the door that leads to the exhibit hall. View the floorplan [HERE](#) to see the location of the door into the exhibit hall.



Parking at the hotel is available at the regular hotel rate. The maximum height for vehicles to use this parking is 1.92m.

Exhibition Hall Rules & Regulations



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a. Non-Smoking Venue

Smoking is prohibited in the Exhibition Hall and the Meliá Castilla Hotel & Convention Center.

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 event opening, is subject to removal by the ISLB 2026 Secretariat at its own discretion. Moreover, the exhibitor is then liable to ISLB 2026 for the agreed exhibit rental fee. The exhibitor is not entitled to damage claims.

All exhibitors and stand builders will only be allowed in the exhibit hall with proper identification. All registered exhibitors need to collect their badge at the registration desk in order to have access to their booth. All external stand builders and workers who are not registered to attend the Congress will need to register at the security entrance at Rosario Pino Street in order to receive a badge/stamp from the hotel security department. Badges need to be worn at all times when in the exhibit hall.

Each exhibiting company must complete the [Exhibitor Contractor Form](#) to, accepting the set-up conditions of the Meliá Castilla Hotel Madrid. Please send the signed form via email to the [ISLB Secretariat](#) by **October 5, 2026**.

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c. Safety

All exhibits must comply with all regulations established by the safety authorities. All materials used for decorating must be fire resistant. The ISLB 2026 Secretariat, Meliá Castilla Hotel & Convention 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 16 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.

d. Security

The Exhibition Hall will be locked at night. General Hotel Security will be provided during the set-up, show and dismantling period. Although 24-hour hotel 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 ISLB 2026 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 event hours. If you require first aid, please contact a member of staff.

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e. 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. Floor loading is given as 400 kg/m². Vehicles are not permitted in the Exhibit Hall.
- 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 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.
- 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 event.
- 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.
- Custom exhibit equipment is to be pre-manufactured outside the area beforehand. Only assembled equipment is allowed inside. 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.

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f. Booth Height & Rigging

The maximum booth height for all exhibit spaces is 2.5m.

Rigging in the exhibit hall is not permitted at ISLB 2026.

g. Carpet & Flooring

Patio 1,2,3 at Meliá Castilla Hotel Madrid is carpeted. The ISLB Secretariat will carpet the assigned area for all standard shell scheme booths.

It is mandatory for all exhibitors with a custom-built booth to install floor covering in their assigned area with fire-resistant exhibition hall carpet in order to avoid damaging the flooring, the existing carpet and/or marble.

Exhibitors cannot glue their floor cover to the floor. All raised floor sections must be clearly distinguishable from areas of the surrounding floor space and include accessible entry. Ramped edges should be of non-slip construction or coated with a non-slip finish. Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.

h. Cleaning

The ISLB 2026 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.

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i. Move-out and Removal

Dismantling of exhibit construction and décor may only commence on the last day of the event after the end of the event. The ISLB 2026 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 ISLB 2026 Secretariat does not take responsibility for any damage or loss. All exhibitors and subcontractors must return equipment and tools that are leased from ISLB 2026.

j. Announcements/Messages

Announcements will not be permitted during the show.

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k. 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 ISLB 2026 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 ISLB 2026 Secretariat and must comply with local city regulations and requirements.

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 event. Approval must be requested completing the [Booth Entertainment Request Form](#). Please contact the [ISLB 2026 Secretariat](#) by **October 5, 2026** to receive the link to the 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.

Exhibition Hall Rules & Regulations

I. 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 ISLB 2026 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 event. Approval must be requested by filling out the [Giveaway Request Form](#). Please contact the [ISLB 2026 Secretariat](#) by **October 5, 2026** to receive the link to the form.



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Floorplan

The Floor Plan is a “working draft” and changes may be made up until one (1) week prior to the event. 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.

For an up-to-date Exhibit Floor Plan, please [CLICK HERE](#).



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Liability Insurance



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ISLB 2026 does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance.

ISLB 2026 requires all exhibitors to provide proof that liability insurance with a minimum of **EUR 2,000,000 for each accident or occurrence limit** is in place for the duration of the event. **Third-party liability insurance certificate is mandatory** and must be provided in English to the **ISLB 2026 Secretariat** no later than **October 5, 2026**. In case the exhibitor receives the invoice after October 5, 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 event 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 Conference Services Ltd.
- International Society of Liquid Biopsy (ISLB)
- Meliá Castilla Hotel & Convention Center

Exhibit Staff Registration & Badges



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Each exhibiting organization receives one (1) complimentary Congress Registration for a Single Booth and three (3) complimentary Congress Registrations for a Double Booth purchased in the event. Additional badges with full access can be purchased at EUR 530 each. Additional Exhibitor Registrations with exhibit hall access only can be purchased at EUR 300.

Congress Registrations grant access to the Exhibit Hall during Exhibition hours and the following privileges:

- Access to all Scientific Sessions (Except ticketed sessions)
- Access to Poster & Exhibit Hall
- Congress Program & Materials
- Networking Breaks in the Exhibit Hall
- Welcome Reception in the Exhibit Hall

An email with registration information will be sent to each exhibitor. Please refer to the email for instructions and the link to register. Exhibitors may collect their badges on-site at the Registration Desk.

Accommodation



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Accommodation can be booked at time of registration. The ISLB 2026 Secretariat (International Conference Services Ltd.) is the official housing bureau for ISLB 2026 and will help with the coordination of housing requirements for the Conference. We have negotiated special room rates with hotels near the Meliá Castilla Hotel & Convention 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 islb-registration@icsevents.com.

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

Note: Although the ISLB and the housing bureau will do their due diligence and negotiate the lowest possible group rates, we cannot predict future specials hosted by competing hotels. However, we urge all sponsors, exhibitors and delegates to support the Conference and book through the official housing bureau. The success of the Conference and the supporting associations depends on you using the contracted hotels.

The ISLB 2026 Secretariat and its supporting organizations cannot meet the contracted room obligations if sponsors, exhibitors and delegates book outside the official housing bureau. Rooms that are not filled because of that create an expense for the Conference in form of financial penalties (attrition charges) and place the financial success of the Congress at risk, which increases with each delegate, exhibitor and sponsor not booking through the official housing bureau.