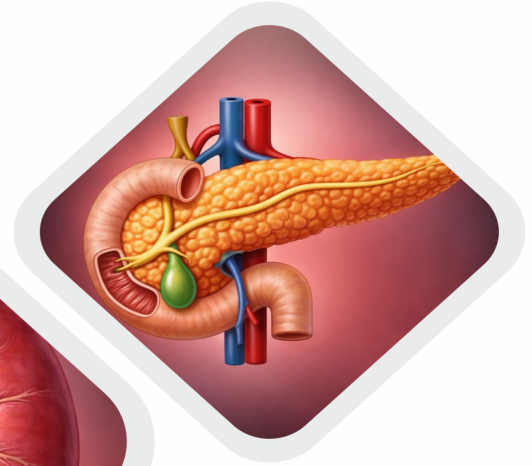
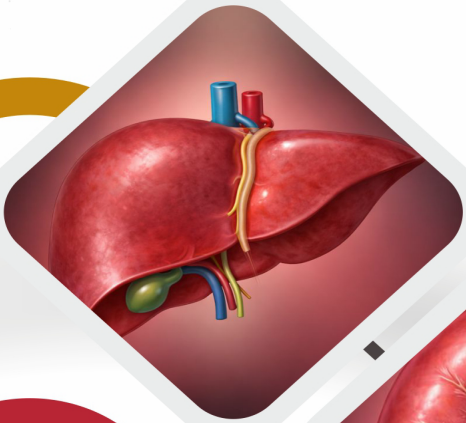




36th Annual Conference of
**The Indian Society of
Organ Transplantation**

9th – 11th October 2026 | Hitex, Hyderabad, India



**EXHIBITOR
MANUAL**

Organised by
Kidney Health Trust of Telangana

www.isot2026.com

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Note: Booth dimensions, final exhibition hall allocation, setup/dismantling timings, utility tariffs and venue-specific technical limits should be inserted once finalised by the Organising Committee / Venue. This draft intentionally avoids inventing those values.

1. Welcome to ISOT 2026

Welcome to the 36th Annual Conference of the Indian Society of Organ Transplantation (ISOT 2026). The conference will be held from 9–11 October 2026 at HITEX, Hyderabad. The exhibition is intended to provide a professional platform for showcasing innovations in equipment, preservation technology, digital health and related solutions for transplantation and allied healthcare.

This manual is designed to help exhibitors plan their participation efficiently, from registration and artwork submission through installation, on-site operations and dismantling.

Exhibitors are requested to read the manual carefully and share the relevant sections with their marketing, stall-design, logistics, production and onsite teams.

Exhibition information published by the conference should be treated as the controlling source for conference-specific arrangements. Any information marked TO BE CONFIRMED in this manual should not be treated as a final operational commitment.

Exhibitor Objective

- Provide a clean and professional environment for interaction with delegates and healthcare professionals.
- Enable exhibitors to showcase products, services, technologies and solutions relevant to transplantation and allied healthcare.
- Maintain a safe, accessible and well-organised exhibition throughout the conference.
- Ensure smooth coordination between exhibitors, the venue, the exhibition contractor and the organiser.

2. Conference & Exhibition Overview

Conference: 36th Annual Conference of the Indian Society of Organ Transplantation

Dates: 9–11 October 2026

Venue: HITEX, Hall -4, A, B, D, Hyderabad, India

Theme: Shaping the Future of Transplantation: Innovation, Collaboration & Excellence

Expected delegates: 1,500+

Scientific / industry focus: Organ transplantation, equipment, preservation technology, digital health and related innovations.

Venue & Access

The conference venue is HITEX, Hyderabad. Hall 4 (D) exhibition entrance; loading-bay instructions and vehicle-access protocol should be circulated to exhibitors in the final logistics circular.

Exhibition Floor Plan

TO BE INSERTED: Final approved exhibition floor plan showing booth numbers, entrances, registration, catering, service areas, emergency exits and fire points.

3. Important Contacts

Conference Secretariat

Dr Dhananjaya K L

Organising Secretary – ISOT

M: +91 944 861 0812

Continental Hospitals, Gachibowli, Hyderabad

Dr Krishna V Patil

Organising Secretary – ISOT

M: +91 959 455 9308

Apollo Hospitals, Jubilee Hills, Hyderabad

Email: isot2026.hyderabad@gmail.com

Professional Conference Organiser & Travel Manager

Meety Events Private Limited

Office No. 207, HITEX 2nd Floor, HITEX Trade Fair Office Building, Izzathnagar,

Hyderabad – 500084, India

Mr. Thirupathi Atkapuram

+91 98484 40272

thirupathi.atkapuram@meetyevents.com

4. Exhibitor Participation & Registration

Each exhibiting organisation should nominate an authorised exhibitor coordinator who will be responsible for all communication with the Exhibition Manager / PCO.

Required Information

- Company/organisation name and billing details.
- Authorised contact person, mobile number and email.
- Names of all exhibitor representatives attending onsite.
- Booth number/package reference, once allotted.
- GST / tax details where applicable.
- Branding and artwork requirements.
- Electrical, furniture, AV and internet requirements.
- Vehicle / material-entry information, where requested.

Badges

Exhibitor badge entitlement and additional badge charges, if applicable, should be confirmed in the exhibitor contract/allotment letter. All personnel should wear their badges while inside the exhibition area.

5. Exhibition Schedule

The conference dates are officially published as 9–11 October 2026. Exact exhibition setup, opening and dismantling timings should be inserted after final confirmation from HITEX and the organiser.

Activity	Date	Time	Status
Exhibitor move-in / setup	7 th October	2350 Hrs.	Confirmed
Exhibition opening	9 Oct 2026	9:00 Hrs	Conference date confirmed
Exhibition day 2	10 Oct 2026	9:00 Hrs	Conference date confirmed
Exhibition day 3	11 Oct 2026	9:00 Hrs	Conference date confirmed
Dismantling / move-out	11 th Oct 2026	1500 Hrs	Final schedule pending

Important: No exhibitor should plan installation or dismantling outside the venue-approved access window.

6. Booth / Stand Specifications

The final stand package should be governed by the exhibitor allotment/contract. Standard booth dimensions, fascia size, /number of spotlights, furniture entitlement and electrical load are TO BE CONFIRMED and should be inserted in the final version.

Standard Shell Scheme – typical information to confirm

Item	Final Specification
Booth size	3m x 3m
Fascia name	6ft width x 9 inches Height
Back / side walls	115" inches width X 94" inches Height
Carpet	Grey Carpet
Lighting	03 Spot Lights
Furniture	01 Table, 2 Chairs
Electrical socket	01 Plug Point
Waste bin / cleaning	01

Exhibitors must not alter the structural elements of a shell-scheme stand without written approval.

7. Custom & Raw-Space Stand Guidelines

Exhibitors taking raw space or constructing custom stands must submit drawings for approval before fabrication. The final technical submission process and deadline should be confirmed by the Exhibition Manager.

Submission Package

- Scaled floor plan with booth dimensions and orientation.
- Front elevation and all visible elevations.
- 3D perspective / rendered view.
- Electrical load schedule.
- AV / LED/display specifications.
- Structural details and hanging-element details, if permitted.
- Fire-retardant/safety documentation where required.
- Fabricator/contractor contact details.

General Requirements

- Do not obstruct aisles, emergency exits, fire equipment or neighbouring booths.
- All structures must remain within the approved booth footprint and permitted height.
- No drilling, nailing, painting or permanent fixing to venue surfaces.
- Electrical installations must be carried out by authorised personnel.
- Any suspended signage or heavy structure requires prior written venue approval.

8. Branding & Artwork

The exhibition should maintain a clean and professional visual environment. Exhibitors are encouraged to submit artwork early so that production can be completed before move-in.

Artwork Checklist

- Company logo in vector format (AI / EPS / PDF / SVG where accepted).
- High-resolution images, preferably 300 dpi at final output size.
- Final text proof and spelling confirmation.
- Booth number and company name, where required.
- Digital screen content in the specific/resolution/aspect ratio.
- Any regulatory / mandatory product information required for display.

Recommended file naming: Company_BoothNo_Item_Version_Date

Final artwork specifications, file-transfer method and submission deadline: 5th October 2026

9. Furniture, Electrical, AV & Internet Services

Additional services should be ordered through the authorised Exhibition Manager/contractor. Orders placed after the published deadline may be subject to availability and additional charges.

Service Categories

- Additional tables, chairs, counters and display furniture.
- Spotlights, LED lights and additional electrical sockets.
- Dedicated electrical load/power supply, where available.
- LED screens, TVs, laptops and presentation equipment.
- Internet / Wi-Fi or dedicated connectivity, subject to venue availability.
- Additional cleaning and waste-removal services.
- Branding/printing/graphics production.
- Hostesses/manpower, if offered by the organiser.

Electrical Safety

Exhibitors must not overload sockets or use damaged cables. All electrical work must comply with venue requirements. Unauthorised electrical modifications may be disconnected for safety reasons.

FORM – I

ADDITIONAL FURNITURE

(Please tick the boxes for your required additional items and enter your required quantity)



System Table

32 USD / 3000 INR

Required Quantity:



Single Seater Sofa

58 USD / 5500 INR

Required Quantity:



Two-Seater Sofa

83 USD / 8000 INR

Required Quantity:



Glass Tall Table

32 USD / 3000 INR **Required Quantity:**



Glass Round Table:

32 USD / 3000 INR

Required Quantity:



White Chair:

25 USD / 2400 INR **Required Quantity:**



Bar Stool

21 USD / 2000 INR

Required Quantity:



Brochure Stand

26 USD / 2500 INR **Required Quantity:**



Glass Bowl

16 USD / 1500 INR

Required Quantity:



Spot Light

16 USD / 1500 INR

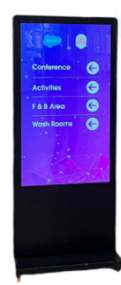
Required Quantity:



Plug Points

16 USD / 1500 INR

Required Quantity:



LED Standee

210 USD / 20000 INR **Required Quantity:**



LED TV 42"

68 USD / 6500 INR

Required Quantity:



LED TV 50"

89 USD / 8500 INR **Required Quantity:**



Glass Centre Table

26 USD / 2500 INR

Required Quantity:



Cabinet Table

33 USD / 3200 INR **Required Quantity:**



Cocktail Table

26 USD / 2500 INR

Required Quantity:

Electricity: per 1 kV 2500 per day x 3 days = 7500 per KV

10. Move-In, Material Handling & Move-Out

Detailed loading-bay and vehicle instructions will be issued in the final logistics circular.

Move-In Checklist

- Carry exhibitor/contractor passes and valid ID.
- Ensure all cartons are labelled with company name and booth number.
- Use only the designated loading/unloading route.
- Do not leave vehicles in loading areas beyond the permitted time.
- Keep aisles clear during installation.
- Remove all packing material from the booth area after setup.
- Do not begin dismantling before the official closing/release time.

Material Labels

ISOT 2026 / Company Name / Booth No. / Contact Mobile

Courier deliveries should be coordinated in advance. The organiser/venue should not be assumed to provide long-term storage unless specifically confirmed.

11. Safety, Security & Venue Regulations

Safety is the responsibility of every exhibitor, contractor and service provider.

Mandatory Principles

- Keep fire exits, fire extinguishers and emergency routes unobstructed.
- Use approved electrical equipment and cables.
- Do not store combustible materials in concealed or unsafe areas.
- Do not use open flames, smoke effects or hazardous materials without written venue approval.
- Do not block aisle space with promotional stands, furniture or cartons.
- Report accidents, damage or suspicious activity immediately to the organiser/venue security.
- Follow all venue security screening and access instructions.

Medical / Emergency

Final onsite emergency contact numbers, first-aid location and assembly point should be inserted after confirmation from HITEX.

12. Exhibitor Conduct & Compliance

Exhibitors are expected to conduct all activities professionally and in accordance with the conference, venue and applicable laws.

Area	Guideline
Promotions	Keep promotional activity within the contracted booth footprint.
Sound	Avoid excessive sound that disrupts scientific sessions or neighbouring exhibitors.
Sampling	Any food, beverage or product sampling must be approved in advance and comply with venue rules.
Photography	Respect privacy and obtain appropriate permission before photographing individuals.
Products	Display only products/services permitted by applicable law and the conference/venue rules.
Staffing	Booths should be appropriately staffed during published exhibition hours.
Waste	Keep the booth clean and dispose of waste through designated channels.

13. Forms & Service Order Checklist

Exhibitor Service Request – Summary

Requirement	Requested	Quantity / Details
Additional furniture	☐	_____
Electrical points / load	☐	_____
AV / LED screen	☐	_____
Internet / connectivity	☐	_____
Graphics / branding	☐	_____
Additional cleaning	☐	_____
Manpower / hostess	☐	_____
Storage / logistics	☐	_____
Other	☐	_____

Company: _____

Booth No.: _____ Contact: _____

Email: _____ Mobile: _____

14. Important Deadlines

The organiser should issue a final deadline circular. Until those dates are confirmed, exhibitors should use the following planning sequence.

Milestone	Recommended Planning Point	Final Date
Exhibitor registration / confirmation	Immediately after allotment	TO BE CONFIRMED
Company profile / listing details	At least 30 days before event	TO BE CONFIRMED
Artwork submission	At least 21–30 days before event	TO BE CONFIRMED
Custom stand design approval	Before fabrication	TO BE CONFIRMED
Furniture / electrical / AV order	Before service-order cut-off	TO BE CONFIRMED
Exhibitor badge list	Before badge-print deadline	TO BE CONFIRMED
Vehicle / logistics details	Before move-in	TO BE CONFIRMED

15. Exhibitor Onsite Checklist

Before Arrival

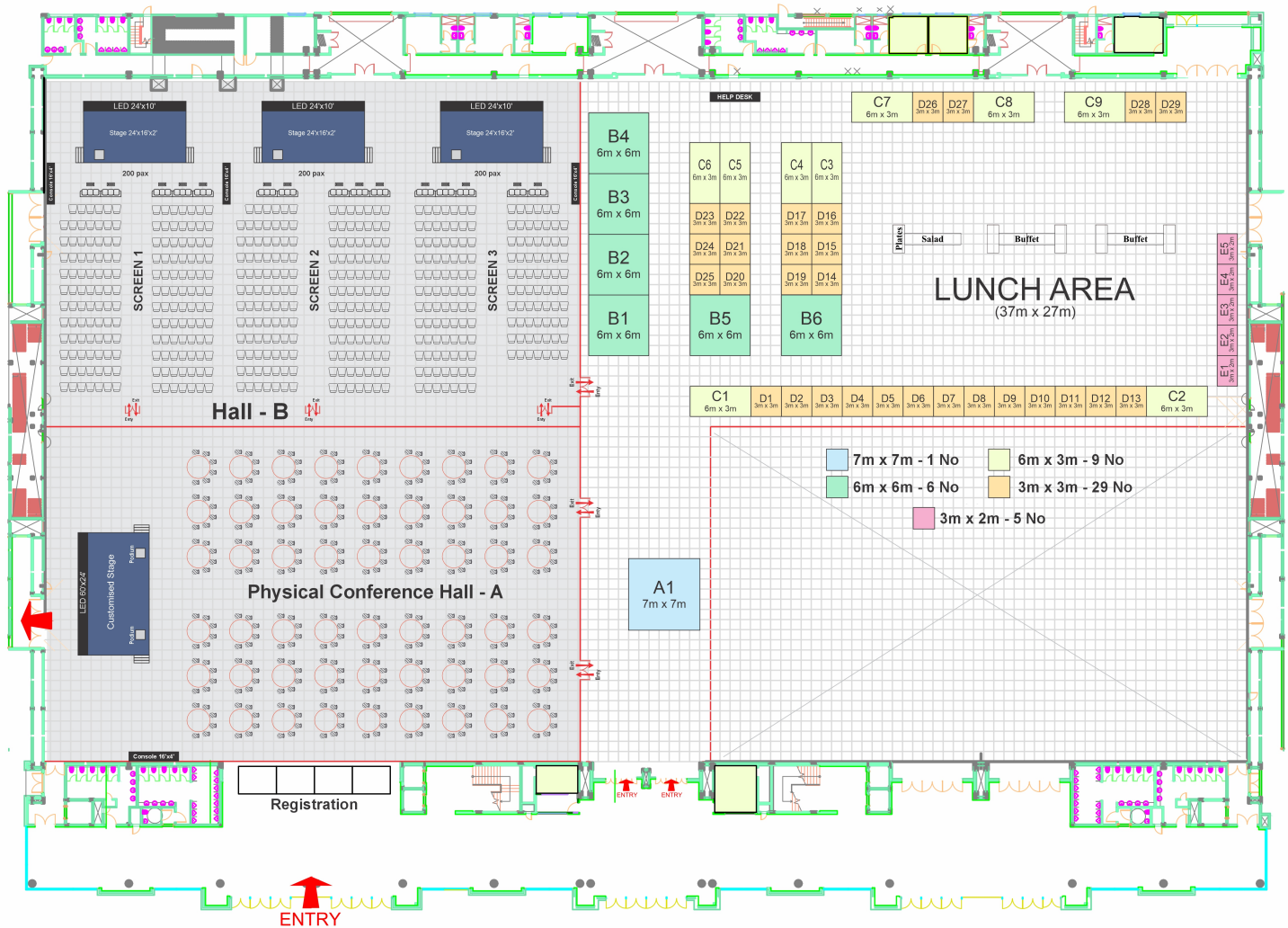
- ☐ Booth allotment/contract received.
- ☐ Exhibitor badges submitted.
- ☐ Artwork approved.
- ☐ Stand design approved, if applicable.
- ☐ Furniture / electrical / AV services ordered.
- ☐ Travel and accommodation confirmed.
- ☐ Material cartons labelled.
- ☐ Product / promotional materials packed.
- ☐ Staff briefing completed.

At Venue

- ☐ Collect access credentials/badges.
- ☐ Check booth against approved layout.
- ☐ Test lights, power, AV and internet.
- ☐ Confirm branding is correct.
- ☐ Remove packaging and keep aisle clear.
- ☐ Brief booth staff on exhibition hours and emergency procedures.

After Exhibition

- ☐ Pack products and promotional material securely.
- ☐ Remove all personal / company items.
- ☐ Wait for official dismantling clearance.
- ☐ Ensure rented equipment is returned.
- ☐ Clear waste and packaging.
- ☐ Get the exit pass from the PCO
- ☐ Obtain logistics / material dispatch confirmation where applicable.



Stall Flex frame sizes:

2 mtrs 78"w X 94"h
 3 mtrs 115"w X 94"h
 4 mtrs 156"w X 94"h
 5 mtrs 193"w X 94"h
 6 mtrs 234"w X 94" h

Vynil pasting System Table Front Size :

Front Width -38.5 Inches
 Front Height -26.5 Inches
 Side Width - 18.5 Inches
 Side Height - 26.5 Inches

Vynil pasting Each Ply Size:

Width - 38.5 Inches
 Height - 94 inches

16. Emergency & General Information

Venue

HITEX, Hyderabad, Telangana, India.

Emergency Information

Final numbers and locations should be confirmed with the venue and included in the final manual:

Service	Number / Location
Venue security	Mr. Madhav: 9121211138
First aid / medical desk	Mr. Madhav: 9121211138
Fire & emergency response	Mr. Madhav: 9121211138
Exhibition Manager	Mr. Vinod A: 8106632585
Nearest hospital	KIMS Hospital, Kondapur
Assembly point	Hall -4, Outside open area

For conference-specific enquiries, use the official ISOT 2026 conference secretariat and Meety Events contact details included in Section 3.

17. Terms & Conditions

- Participation in the exhibition is subject to the exhibitor's confirmed booking/allotment and the applicable organiser and venue rules.
- The organiser may modify operational arrangements when required for safety, venue requirements or smooth conference operations.
- Exhibitors are responsible for the safety and security of their own products, equipment, displays and personal belongings.
- Exhibitors are responsible for any damage caused by their staff, contractors, fabricators or suppliers to the venue or third-party property.
- All stand construction and technical work must comply with the final approved drawings and venue regulations.
- The organiser is not responsible for delays caused by circumstances outside its reasonable control.
- No exhibitor may obstruct aisles, emergency exits or neighbouring booths.
- Any activity requiring special permission must receive written approval before onsite implementation.
- The final exhibitor agreement and venue regulations shall prevail over general guidance in this manual where there is a conflict.

Document Status

Draft for exhibitor planning. Final commercial rates, floor plan, booth specifications, service-order forms, deadlines, loading instructions and emergency contacts must be updated before formal circulation.

18. Exhibitor Acknowledgement

We confirm that we have received and reviewed the ISOT 2026 Exhibitor Manual and agree to comply with the applicable organiser and venue guidelines.

Company Name: _____

Booth No.: _____

Authorised Contact Person: _____

Mobile: _____ Email: _____

Signature: _____ Date: _____

Official Conference Information

ISOT 2026 official website: www.isot2026.com

Conference dates: 9–11 October 2026 | Venue: HITEX, Hyderabad

Professional Conference Organiser & Travel Manager: Meety Events Private Limited

Thank you for being a valued partner of ISOT 2026.