



International Cartilage Regeneration
& Joint Preservation Society

BOSTON | USA
2025
OCTOBER 11-14

18TH WORLD CONGRESS

JOINT REVOLUTION



EXHIBITOR MANUAL

ICRS warmly welcomes all companies participating in the technical industry exhibition at the **18th World Congress ICRS 2025 – "Joint Revolution."**

Congress Chair: Alan Grodzinsky, Boston, USA

OUR SINCERE APPRECIATION

ICRS extends its heartfelt gratitude to all our industry partners for their invaluable support and commitment. Your participation plays a vital role in making this event a success, and we truly appreciate your dedication to advancing the field of cartilage regeneration, joint preservation and regenerative medicine.

1. Organizing Office

General Exhibiting Condition

The exhibitor understands and agrees that the **ICRS 2025 Exhibitor Manual** is an integral and binding part of the exhibit space rental contract. The ICRS may change or revise the conditions without prior notice.

We will be pleased to assist you with any questions regarding organizational matters. Please contact:

Cartilage Executive Office GmbH

Spitalstrasse 190A

CH-8623 Wetzikon

Phone: +41 44 503 73 73

Website: <http://www.cartilage.org/icrs2025>

Email: anouk.buergisser@cartilage.org

2. Venue

The 18th ICRS World Congress 2025 will be held at

[**Hilton Boston Park Plaza**](#)

50 Park Plaza, Boston, MA 02116, USA

Exhibition Area: Mezzanine Level

- Grand Ballroom B
- Statler

Events Supervisor: Randall Cook

Randall.Cook@Hilton.com

Phone number: +1-617-654-1925

3. Travel & Transportation

By Air

The nearest airport is Boston Logan International Airport (BOS), located approximately 5 miles (8 km) from the Hilton Boston Park Plaza.

Taxi/Rideshare: Available at all terminals; the journey takes about 15–20 minutes, depending on traffic.

Public Transport: Take the Silver Line SL1 bus from the airport to South Station, then transfer to the Red Line towards Alewife. Change at Park Street for the Green Line and exit at Arlington Station, a 2-minute walk from the hotel.

By Train

Boston is well-connected via Amtrak, with services arriving at South Station and Back Bay Station.

- **From South Station:** Take the Red Line to Park Street, then transfer to the Green Line and exit at Arlington Station.
- **From Back Bay Station:** The hotel is a 10-minute walk or a short taxi ride away.

By Car

The Hilton Boston Park Plaza is located at 50 Park Plaza, Boston, MA 02116.

Driving Directions:

- From the North (I-93 South): Take Exit 26 (Storrow Drive), then Arlington Street exit.
- From the South (I-93 North): Take Exit 20 (I-90 West), then Exit 24 (South Station), and follow signs for Back Bay.
- From the West (I-90 East - Massachusetts Turnpike): Take Exit 133 and follow signs for Back Bay.

4. Meeting Schedule

Thursday, Oct 09

| | |
|---------------|----------------------------|
| 18.00 - 20.00 | Floor Marking |
| 20.00 - 23.00 | Move in / Exhibit Build-up |

Friday, Oct 10

| | |
|---------------|------------------|
| 07.30 - 23.00 | Exhibit Build-up |
|---------------|------------------|

Saturday, Oct 11

| | |
|---------------|--|
| 07.30 - 10.00 | Cleaning & Finishing |
| 10.00 - 18.00 | Registration |
| 12.00 | Exhibition opens |
| 13.00 - 16.30 | Scientific Sessions |
| 16.45 - 18.45 | Opening Ceremony, Awards & Honorary Lectures |
| 19.00 - 20.15 | Welcome Reception |
| 20.00 - open | Industry Events |

Sunday, Oct 12

| | |
|---------------|---------------------|
| 07.15 - 08.00 | Technical Sessions |
| 08.00 - 18.45 | Scientific Sessions |
| 15.00 - 16.00 | Poster Pitches |
| 19.30 - 23.00 | President's Dinner |

Monday, Oct 13

| | |
|---------------|--|
| 07.15 - 08.15 | Technical Sessions |
| 08.15 - 17.00 | Scientific Sessions |
| 17.00 - 18.30 | General Assembly |
| 19.30 - 23.00 | Farewell Party |
| 17.00 - 23.00 | Dismantling Grand Ballroom B & Statler |

Tuesday, Oct 14

| | |
|---------------|---------------------|
| 08.30 - 11.15 | Scientific Sessions |
| 11.15 | Adjourn |

5. Technical Information

Electrical Power

Electricity: **110 Volts 60 HZ** - ICRS provides one electrical connection at your booth on a complimentary basis. Regular consumption until 1KW is included in the booth rental fee. Supply boxes for **higher energy consumption must be ordered directly and in advance through Encore**. The exhibitor is responsible for electrical equipment downstream of the supply box provided on the stand, including any converters or transformers needed to power equipment. **Should you require additional power or specific electrical installations, contact:**

ENCORE

Tech Supervisor

Phone: +1- 617-319-5101

Website: <https://eventnow.encoreglobal.com/>

Maximum Booth Height & Floor Load

Grand Ballroom B:

Maximum booth height: 3.50 m

Maximum floor load capacity: 300 kg/m²

Statler:

Maximum booth height: 2.50 m

Maximum floor load capacity: 300 kg/m²

The design of the load-bearing system of joists, walls, and roofs must be in accordance with the rules and the special

fire and evacuation regulations made up by the authorities. The organizers reserve the right to request further design details, materials to be used, etc.

Empties & Storage:

Empty packaging and other inflammable materials cannot be stored at or behind your booth or in the exhibition halls and corridors. You can book this service with DHL. **The Hilton Park Plaza does not possess premises for storing empty crates and packaging during the exhibition. Empty crates and packaging must be removed immediately as the installation progresses and, if necessary, brought back for dismantling. (See § 16)**

6. Breaks / Intermissions

Refreshments will be served in the exhibition area as a courtesy of the ICRS at indicated times.

7. Installation of Exhibits

Thu, Oct 09 from 20.00 - 23.45 h

Fri, Oct 10 from 07.30 - 23.00 h

Sat, Oct 11 from 07.30 - 10.00 h

All exhibit construction must be completed by **Saturday at 10.00 h**, and all aisles must be cleared of exhibit material and empty boxes. All components yet to be installed must be within the exhibitor's space. After this hour, no installation work will be allowed. At the official opening on **Saturday at Noon**, all exhibits must be staffed and fully operational.

8. Exhibit Hours

The technical exhibits will be open to all participants and must be operational and staffed in accordance with the following schedule. Please note that the exhibition's official opening is on Saturday at noon.

| | |
|----------|-------------------------------------|
| Saturday | 12.00 - 18.00 h (Welcome Reception) |
| Sunday | 09.00 - 17.00 h |
| Monday | 09.00 - 17.00 h |

On Saturday evening, the official Welcome Reception will be held in the Exhibition Area from 19.00 – 20.15 h. It is recommended that stands remain open on this occasion, but it is not a compulsory requirement. This social event is offered by the ICRS.

9. Dismantling of Exhibits

Mon, Oct 13, 2025, from 17.00 - 23.00 h

Tue, Oct 14, 2025, from 07.30 - 10.00 h

Removal of waste packaging (boxes, parcels, etc.) and, in the case of floor space, of the totality of the booth, including the carpeting and its adhesive tapes, are the responsibility of the exhibitor, who can order different types of containers according to the volume.

10. Booth Construction & Furniture Rental



ICRS has appointed the Company **Capital Convention Contractors** as its local partner for booth construction, exhibit services, and furniture rental. They can provide a tailor-made or a norm-stand to suit all your requirements.

Capital Convention Contractors

153 Northboro Road
Southborough, MA 01772, USA

Phone: 1-877-335-3700

E-Mail: help@capitalconventions.com

Web: <https://www.capitalconventions.com>

Please place your orders by the discount deadline of Sept 26, 2025. After that date and during building-up, rates will increase to on-site show pricing. The ICRS rental fee for the exhibit space includes the net booth surface without walls, furniture, and carpet.

As a courtesy from ICRS, an electrical power connection, including normal consumption of energy (max. 1KW) for the exhibition's duration.

Daily cleaning and emptying waste baskets can be ordered through Capital Conventions.

11. IT & AV – Services

All requests for rental of IT & AV Equipment to your booth can be ordered from our official partner:



ENCORE

Tech Supervisor

Phone: +1- 617-319-5101

Website: <https://eventnow.encoreglobal.com/>

12. Internet / WLAN

As a courtesy, ICRS will provide all exhibitors and participants with complimentary basic WLAN internet access in the exhibition area.

13. Lead System/Badge Readers

The ICRS 2025 Lead System is a fast and easy way to record visitors' contact information. Please order the required number of scanners through the order form on the ICRS website.



CTI Meeting Technology

Nußdorfer Strasse 20/22

1090 Vienna, Austria

www.ctimeetingtech.com

Contact: Tamara Dworschak

Lead System

Mobile: +43 676 83 437 318

Email: t.dworschak@ctimeetingtech.com

14. Water Supply Compressed Air

Stands cannot be equipped with water supply, drainage systems, or compressed air.

15. Florist

All requests to rent plants and floral arrangements for your booth can be ordered from Stapelton Floral Design.

Stapelton Floral Design

635 E. Broadway - Boston, MA 02127

Phone: 1- 617.269.7271

E-Mail: info@stapletonfloral.com

Web: <https://www.stapletonfloral.com/product-category/plant-rental-shop/>

16. Catering Service

Lunch is not included in the congress registration fee.

Dining & drink options at the Hilton Boston Park Plaza:

- "Off the Common" lobby bar and restaurant
- "MJ O'Connors" pub
- Starbucks

Industry Satellite Symposium organizers might offer lunch boxes to attendees during their sessions.

The Catering Service of the Hilton Boston Park Plaza will provide the official congress catering. **Please order your catering service/lunch boxes by September 30, 2025, at the latest.** No catering services from outside companies are permitted in the Hilton Boston Park Plaza.

Events Supervisor: Randall Cook

Randall.Cook@Hilton.com

Phone number: +1-617-654-1925

17. Freight Forwarding, Custom Clearance & Onsite Handling



DHL Trade Fairs & Events UK Limited

Unit 17 & 9

2nd Exhibition Avenue

B40 1PJ, Birmingham

United Kingdom

Contact: Nigel Williams

Phone: +44 121 782 4626

Mobile: +44 7967 632967

E-Mail: nigel@dhl-exh.com

Web: www.dhl-exh.com

There will be a strict lifting schedule in place to ensure that all goods will be lifted to stand within a set period and the same again for break down.

IMPORTANT INFORMATION REGARDING DELIVERIES

The Hilton Boston Park Plaza does not accept deliveries before or during the exhibition. The organizers ICRS and DHL do not accept any liability for shipments sent to the venue directly. Please kindly note that there is no parking available for commercial vehicles in the unloading area outside the hotel exhibition venue. DHL will reserve an unloading zone which we would manage with timeslots to ensure smooth set-up and dismantling. DHL Trade Fairs & Events UK Limited will be controlling the access area outside the only entrance at the back of the hotel. There is only very limited time available for delivery/collection access within the exhibition area. To ensure that all unloading, reloading, deliveries, and collections are

carried out on time, we kindly ask you to respect this fact. DHL Trade Fairs & Events also operates a holding warehouse in Boston where you can deliver cargo up to 2 weeks before the official build-up. If you have any questions or queries, please raise any points well in advance to avoid confusion or discrepancies on site.

General Information

All transport, on-site handling and customs clearance procedures will be coordinated by DHL Trade Fairs & Events UK Limited which will supervise all on-site handling inward and outward directly on-site in Boston.

Bag Inserts: Please use our specific address label to ship bag inserts. They should be shipped separately to allow easy identification for bag packing.

Deadlines: All bookings MUST be made and emailed to DHL by **September 01, 2025**. Please refer to the separate DHL Shipping Manual & Order Forms on this website. The last date for receiving material shipped directly to the Warehouse is **October 06, 2025**.

18. Delivery Access / Parking for Trucks

Please coordinate the arrival of your trucks with DHL Trade Fairs & Events UK Limited, even if you arrange transportation of your equipment on your own. Trucks on the DHL unloading/loading schedule always have preference.

19. Insurance - Liabilities

The exhibitor is liable for all damage caused by himself, by his staff, by his visitors and clients, and by any agent acting for him; the exhibitor indemnifies the Exhibition Management in all such cases.

The ICRS and the Hilton Boston Park Plaza recommend that the exhibitors take out an insurance policy to cover damage and theft to/of their exhibits and their furnishings and fittings during the entire time of the exhibition, including the time for set-up and dismantling as well as during the exhibition days, as the Exhibition Management is not liable for personal or property damage. While your booth is left unattended, we suggest storing valuable goods and gifts securely.

20. Security & Badge Control

Although ICRS will contract general security staff during the official congress opening hours, exhibitors are responsible for their belongings and materials stored at their booths. For security reasons, strict badge control will be implemented. Participants may be asked to provide personal ID identification at any time.

Stands designed and fitted out by exhibitors must comply with the safety rules covering fire and security risks in buildings open to the public.

21. Industry Events, Workshops, Presentations & Demonstrations

ICRS must approve all promotional activities in or near the congress center other than normal stand activities performed at your booth.

Scientific sessions, meetings, workshops, and product demonstrations may not be organized and performed during the official ICRS Meeting Programme without prior permission from ICRS. However, hands-on or group product demonstrations may be conducted in one of our

meeting rooms. For information and meeting room reservations, please use the specific order form on our website.

22. Function Rooms – Company Social Events

ICRS is pleased to receive company group bookings for the Farewell Party at Moxies on Monday evening. Ticket price: € 180 (incl. dinner, drinks, entertainment).

Exhibitors are requested to plan their meetings, gatherings, and social events for our congress participants only in coordination with ICRS. Exhibitors are not allowed to compete with the official scientific and social program. We recommend Saturday evening after 20.00 h for organizing your social event.

Industry Meeting Rooms at the Hilton Boston Park Plaza for company meetings, cocktails, receptions, or scientific demonstrations can be rented using the order form through our Executive Office. For your catering or AV orders, please get in touch with the official Catering /AV Services directly (see points 10-15).

23. Industry Associate Badges

Please register your industry associates via ICRS 2025 Registration <https://cartilage.org/icrs2025/registration>.

The registration fees are as follows:

- Early Bird (until May 31): €790
- Regular Fee (June 1 – September 30): €890
- Late Fee (from October 1 onwards): €990

The registration fees include access to all sessions and industry exhibitions, a welcome reception, refreshments, registration material, a program overview, an app & a certificate of attendance.

Sponsored Industry Associate Badges

As part of their sponsorship package, our Platinum, Gold, and Silver Sponsors receive a designated number of hosted full congress registrations:

- Platinum/Diamond Sponsors: 10 full congress registrations
- Gold/Ruby Sponsors: 6 full congress registrations
- Silver Sponsors: 3 full congress registrations

For additional industry associate badges beyond the allocated sponsorship package, standard registration fees apply.

Company-Branded Lanyards

Industry associates are welcome to bring and use their own company-branded lanyards during the event.

24. Exhibition Floor Plan

A first draft of the exhibition floor plan will be available as of April 15, 2025. **The plans will be updated regularly. Additional new booth reservations may affect the floor plan, location, or size of your stand.** If you doubt your location, please check the ICRS event website or contact the ICRS Executive Office. For allocation preferences, please see § 25.

25. Booth Confirmation and Allocations

To secure final confirmation of your booth space at ICRS 2025, a signed and completed Exhibitor's Application Form, along with full payment, must be received by June 30, 2025. If full payment is not received by that date, the

booth space may be reassigned to other interested companies.

Concerning booth allocation requests, the ICRS takes into consideration the following:

- ICRS Corporate Membership
- Overall sponsoring activities
- Size of booth
- Exhibiting history with ICRS
- Date of application
- Past payment history

Floor plans: The ICRS reserves the right to relocate exhibitors and reassign spaces at any time, if necessary, for a specific reason. In this case, the ICRS will immediately contact the company.

26. Damage Prevention

To avoid damage to the interiors of the Congress Centre, it is strictly forbidden to fix or hang anything on the ceilings, walls, or pillars. If any material or equipment entrusted to the exhibitors (free of charge or subject to payment) disappears or is damaged, it must be repaired or replaced by the exhibitor. Exhibitors will be charged for any damage they may cause to the floors; they must take all necessary precautions (plastic sheeting, plywood board, etc.) to protect the floors.

Putting rubber matting or similar protection under the booth constructions is compulsory. All cables must be carefully covered and protected.

Please visit our website for updated news: <https://cartilage.org/icrs2025/>.

27. Cancellation Policies

Cancellations by Company for Exhibit & Sponsoring Activities:

- Until June 30, cancellation policy:
80 % refund of the total price (exhibition & sponsorship);
- until July 31, cancellation policy:
50 % refund of the total price (exhibition & sponsorship);
- after August 1: No refund on exhibition & sponsorship.

Only written cancellations will be accepted.

Cancellation of the Congress by the Organiser:

Booth rental rates, sponsoring support, and congress registration fees will be partially reimbursed if the ICRS elects to cancel the World Congress due to circumstances beyond our control, such as disaster, severe weather, pandemic disease, civil commotion or government laws or regulations. In the event of such cancellation, all Sponsors and Exhibitors will be notified by email at the address provided in the ICRS database.

Costs incurred by the registrant, such as airline or hotel penalties, are the responsibility of the Sponsors & Exhibitors.

28. Accommodation

The ICRS has committed significantly to the Hilton Boston Park Plaza to secure a limited block of quality hotel rooms at competitive rates within the congress venue on a first come first serve basis. Exhibitors are requested to book their hotel rooms as soon as possible but not later than July 31, 2025, through the reservation link on the website: <https://cartilage.org/icrs2025/hotel/>

Official Congress Hotel

[Hilton Boston Park Plaza](#)

50 Park Plaza, Boston, MA 02116

Brandon Smith, Assistant Reservation Manager

E-Mail: Brandon.Smith4@hilton.com

Phone: +1 617-457-2251

Group Reservations – Industry

Please contact Brandon Smith, Assistant Reservation Manager, for group reservations (5 rooms or more).

Cancellation Policy – Accommodation

Cancellations must be addressed directly to the hotel. The following cancellation fees will apply:

- Cancellations before and up until September 15, 2025: No charge
- Cancellations from September 16-30, 2025: One-night room & tax penalty charged
- Cancellations from October 1, 2025, and no-shows: charge for the entire reservation period.

→ [Book your hotel room here](#)

29. Important Deadlines

- April 15: Abstract submission (innovation tank)
- April 30: Exhibition & Sponsoring application
- May 31: Early bird fee registration
- June 15: Mini arena product pitch application
- June 15: Live surgery broadcast application
- June 30: 100% payment booth & sponsoring must be received by the ICRS
- June 30: Cancellation policy 80 % refund of the total price (exhibition & sponsorship)
- July 31: Cancellation policy 50 % refund of the total price (exhibition & sponsorship)
- July 31: Hotel Reservation at Hilton Park Plaza (upon availability)
- August 1: No refund on exhibition & sponsorship

30. Order Forms

Several order forms for exhibit-related services are available on our website for download.

→ [Show Info, Floor Plan & Order Forms](#)

- Meeting Room Reservation Form
- Badge Lead System Order Form
- DHL Logistics Tariff & Order Form 21/03/2025
- Bag Insert Shipping Label
- Capital Convention Contractors Furniture Rental & Booth Construction Services

Important Note on Exhibiting non-FDA-approved products

ICRS does not have regulations on exhibiting non-FDA-approved products. but the FDA does. It is the exhibitor's responsibility that your company adheres to these regulations. The FDA has issued guidance documents for industry that clarify these points.

- *FDA's Guidance on "Distributing Scientific and Medical Publications on Unapproved New Uses — Recommended Practices"*
- *21 CFR Part 812 (for investigational devices) and 21 CFR Part 312 (for investigational drugs)*

ICRS accepts no responsibility or liability for the accuracy, legality, compliance, or appropriateness of any content, claims, or messaging displayed or communicated at exhibition booths. All such content is solely the responsibility of the exhibiting company or organization.