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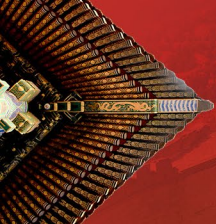
Georg RAJKA

**INTERNATIONAL SYMPOSIUM ON
ATOPIC DERMATITIS**

ISAD2026

Exhibitor Manual

Beijing China
October 17-19, 2026



Basic Conference Information

Conference Name

16th Georg RAJKA International Symposium on Atopic Dermatitis (ISAD)

Exhibition Venue

China World Hotel, Beijing

Address: No.1 Jianguomenwai Avenue, Chaoyang District, Beijing

Overall Exhibition Schedule

Stage	Date	Time
Move-in & Custom Booth Build	October 16, 2026	01:00 - 12:00
Exhibitor Booth Setup	October 16, 2026	12:00 - 15:00
Exhibition Open Period	October 17-19, 2026	08:00 - 18:00
Booth Dismantling & Removal	October 19, 2026	18:00 - 22:00

Exhibitor Check-In

Date & Time: 10:00 - 22:00, October 16, 2026,

Venue: Registration Desk, Lobby Floor, China World Hotel, Beijing

I. Guidelines for Custom Booth Submission

Dear All Exhibitors,

This complete exhibitor manual contains full exhibition information and all relevant regulations. Please read thoroughly.

All exhibition activities are held at China World Hotel, Beijing. The maximum build height for all custom booth structures is 3 meters (inclusive of all booth components), and the hall ceiling height is 3.4 meters.

All contractors undertaking custom booth construction must submit the following materials as electronic copies to the email liguojun@medcircle.cn by October 6, 2026 to the official designated service provider:

1. Copy of business license with official company seal
2. Copy of qualification certificate
3. Copy of legal representative ID card
4. Copy of electrician operation certificate
5. Complete construction drawings (floor plan, color renderings, elevation drawings, circuit diagrams, structural drawings, material specifications, with all dimensions clearly marked)
6. All relevant annexes attached to this manual



Official Designated Service Provider

Medcircle (Beijing) Information Technology Co., Ltd.

Address: 7M-15, Building 5, Zone 4, Hanwei International Plaza, Fengtai District, Beijing

Official Contractor

Manager: Mr. Guojun Li

Mobile: +86 134 6976 9013

Email: liguojun@medcircle.cn

Exhibitor Service Support

Contact: Ms. Mengmeng Yao

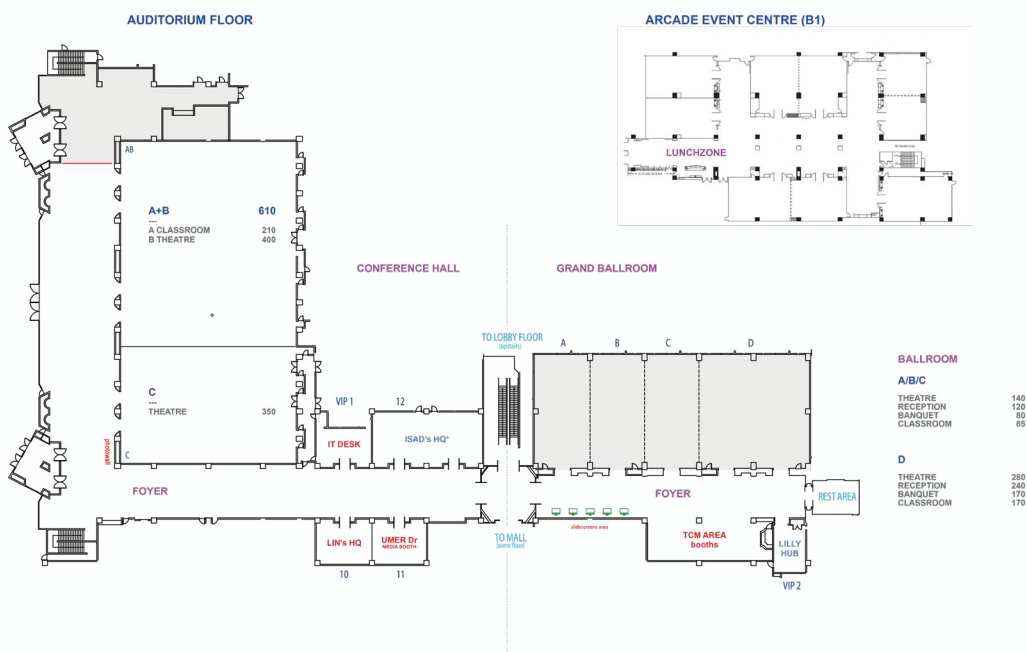
Mobile: +86 166 2255 8769

Email: yaomengmeng@medcircle.cn

Mandatory Construction Rules

1. The venue floor is fully carpeted. All contractors must implement floor protection: lay protective carpet first, then wooden boards underneath booths. All delivery materials must be placed on dedicated protective carpet; direct contact with the venue carpet is prohibited.
2. In accordance with national fire safety regulations, fully enclosed ceilings and sealed confined spaces are strictly forbidden for all indoor booth structures.
3. Latex paint is prohibited for all booth construction.
4. All booth electrical boxes must connect to secondary distribution boxes. Main switches must be equipped with earth leakage protection, match the declared power load, and include reliable earthing protection.
5. Qualified electricians must be present on site for duty throughout the full exhibition period.
6. Contractors shall clear and remove all construction waste entirely upon booth dismantling.

II. Venue Layout Schematic Drawings



ROOMS & CAPACITIES

No satellite meeting
Wifi available on all floors



EXHIBITION

BOOTHS	m²
PLATINUM	32 m² (4.5 * 7)
• Pfizer	
• Lilly	
GOLD	16 m² (4.5 * 3.5)
• Abbvie	
• Leo-Pharma	
• Sanofi	
SILVER	6 m² (3 * 2)
• Botanee	
BRONZE	Table (4 m²)
• Bioderma China	
• Jumpcan	
• Kenvue	
• L'Oréal China	
• Viatrix China	
• GADA	
• ISAD	
MERGED	10m² (4 * 2.5)
• Galderma, merged with Cetaphil	
PRESENTATION BOOTHS	A to F
• 6 booths	
• 1 booth optional	G



III. China World Hotel Venue Safety & Management Regulations

To ensure smooth operation of all events hosted at China World Hotel, all organizers and exhibitors must strictly comply with requirements under the Fire Protection Law of the People's Republic of China, Beijing Municipal Safety Regulation for Large-Scale Public Events, and Beijing Municipal Electrical Installation Standards.

1. All large-scale events shall follow the safety policy of "Safety First, Prevention Foremost" and the accountability principle of "Whoever hosts shall take full responsibility". Any violations of hotel fire and safety rules must be rectified immediately under instruction of hotel security staff. The event organizer must appoint a dedicated safety officer responsible for on-site fire prevention and safety management, deploy dedicated on-site supervisors, and file this appointment with the China World Hotel Security Department.
2. During booth setup, dismantling and event operation, construction zones shall be restricted to authorized personnel only. All facilities require dedicated custodians. Flammable and explosive materials are banned from all exhibition areas. Smoking is prohibited across construction zones and restrooms during setup. Eating boxed meals and unauthorized use of hotel guest facilities on-site are forbidden.
3. All staff entering construction zones must obtain and wear official construction permits issued by the Hotel Security Department. Permits must be returned immediately after dismantling is completed.
4. All wooden and fabric booth materials must receive fire-retardant treatment. Panels and decorative structures must avoid toxic materials or substances that release toxic fumes when combusted (e.g., PVC foam board). Flammable cleaning agents including gasoline, paint thinner and alcohol are prohibited. Open flames and on-site paint application are banned throughout construction and exhibition periods.
5. All electrical equipment and wiring must use fire-safe certified materials. Random wiring and electrical overloading are strictly prohibited. Hotel power supply access may only be operated by certified technicians under supervision of hotel engineering staff. All electrical installations must comply with Beijing municipal electrical standards and mass activity safety regulations. Lighting and electrical hardware must carry national safety certification; only solid copper conductors are permitted.
6. Twisted flexible wires are forbidden for all equipment connections. Only double-sheathed flame-retardant copper cables are allowed. All wire joints must use terminal connectors with fully insulated coverage; exposed wiring is prohibited. All cables laid across walkways must be covered by cable ramps, with no splices under



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pedestrian routes.

7. For equipment with total power exceeding 2kW, wall sockets cannot be used. Each function room provides dedicated high-capacity external switch boxes (maximum load per single box: 75A). All wiring must follow national electrical codes with neat, insulated, fully sealed connections. Tapping temporary power directly from venue distribution cabinets is prohibited. All on-site electricians must carry valid operation certificates and wear insulated safety footwear.

8. All lighting stands over 2 meters tall require diagonal base bracing to prevent collapse. Overhead rigging points must implement triple-point safety fixation; each main lifting hook supports a maximum load of 200kg. All lighting, audio and suspended equipment must be secured with secondary safety cables and must not exceed rigging weight limits.

9. Rigging of LED screens and backdrops requires structural stability inspections and anti-toppling measures. Any work at height exceeding 1.5 meters requires valid safety harnesses and lanyards. All accidents and liabilities arising from improper high-altitude operations shall be borne entirely by the construction contractor. Prior to opening, organizers must submit police event approval documentation and electrical fire inspection reports issued by certified professional agencies to hotel security.

10. Unobstructed fire escape routes must be maintained at all times. Fire-fighting equipment cannot be blocked. A minimum 1-meter clear safety passage must be retained behind all backdrops and fabric barriers. Original venue emergency exits and evacuation routes must remain fully accessible and unobstructed.

11. For vehicle display activities: all vehicle fuel tanks must be fully drained at the hotel north loading dock prior to entry, with all gasoline removed off-site. Refueling may only occur outside hotel premises. Fire-fighting equipment must be on standby during fuel drainage and refueling operations.

12. Fireworks (including cold pyrotechnics), aerosol dispensers, indoor unmanned aerial vehicle testing, large lifting passenger/cargo rigs are strictly prohibited. Installation of high-power electrical equipment or vehicle displays with potential fire hazards must be declared at coordination meetings, with safety reliability verified or written safety guarantees submitted by organizers prior to approval.

13. All suspended curtains and fabric barriers must undergo fire-retardant treatment, with test reports filed with hotel security. If curtains block emergency exits or hydrants, clear directional signage must be installed and exit access fully preserved.

14. Upon completion of booth setup, construction materials must be neatly stored within yellow boundary lines in function room rear corridors or ground-floor loading zones. All waste must be fully removed from event spaces.

15. All hotel fire-fighting equipment must be protected from damage. All staff must be briefed on fire equipment locations and operation procedures. In case of on-site fire



emergencies, organizers must immediately coordinate security staff to evacuate all attendees to the assembly point: China World North Garden.

16. To rent hotel aerial work platforms, operators must present ID documents and rental payment receipts (RMB 500 rental fee invoiced at front desk) to the Engineering Department, sign the Aerial Lift Safety Regulations acknowledgment form and complete all rental procedures.

17. All staff equipment and materials must be securely managed. Any items being removed from the hotel or China World complex premises require exit clearance formalities at the Security Department; unauthorized removal is forbidden.

18. Upon completion of all work and events, all power supplies must be fully shut down, and a full safety inspection conducted before locking venue spaces.

19. If organizers or contractors violate the Fire Protection Law, Work Safety Law or hotel safety regulations, hotel security reserves the right to halt non-compliant activities. Organizers and contractors shall bear full financial and personal injury liability for any property loss, bodily harm or fatality caused by regulatory breaches.

20. Organizers and contractors agree to fully indemnify the hotel against all third-party claims for property damage, injury or fatality arising from event operations. If the hotel is ordered to pay compensation via court judgment due to organizer/contractor negligence, the hotel retains full right of recourse to recover all related losses from the event organizer and contractor.

IV. Mandatory Annexes (All Submission Deadline: 6 October 2026)

Annex 1: Custom Stand Construction Authorization Letter

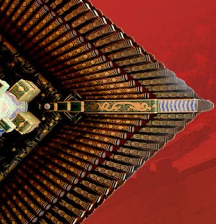
For exhibitors attending The 16th Georg RAJKA International Symposium on Atopic Dermatitis (ISAD2026)

Exhibitor Full Name:

Booth Construction Area: _____ m²

We hereby appoint _____ as our exclusive certified stand contractor, and confirm the following terms:

1. The contractor has passed our qualification review and holds valid construction credentials.
2. A formal construction contract has been executed between our company and the contractor to guarantee safe booth construction and normal exhibition operation.
3. Our company has fully acknowledged all official construction management rules and will communicate all requirements to the contractor to ensure full on-site safety compliance.
4. We will cooperate with official construction management supervision. The



organizing committee reserves the right to impose penalties for any rule violations.

5. Our company shall supervise all construction work; the organizing committee may pursue full liability against all responsible parties for regulatory breaches.

Authorizing Party (Exhibitor Company):

Company Official Seal:

Authorized Representative Signature:

Date:

Authorized Contractor Party:

Company Official Seal:

Authorized Representative Signature:

Date:

Note: This form must be jointly signed by the exhibitor company and booth contractor.

Annex 2: Custom Booth Construction Safety Commitment Letter (Mandatory Submission)

Submission Deadline: October 6, 2026

Our construction company hereby undertakes full compliance with the Fire Protection Law of the People's Republic of China, National Electrical Equipment Safety Specifications, Beijing Municipal Regulation for Large-Scale Mass Events, hotel venue management rules and all other official industry standards throughout all construction phases. We uphold the core principles of "the builder bears full responsibility", "Safety First, Human-Oriented", and guarantee complete personal and property safety during all construction work:

1. All construction personnel will receive formal safety training, hold valid operation certificates, wear safety helmets on-site, and conduct construction safely. A dedicated on-site safety supervisor will be appointed for daily inspection and risk monitoring.
2. Full adherence to all hotel fire and safety rules: smoking is banned throughout hotel interiors. All construction teams must deploy portable fire extinguishers on-site. Booth structures must never block emergency exits, fire roller shutters, hydrants, fire ditches, sprinkler systems or evacuation signage. Flammable materials including paint, thinner and gasoline are prohibited; all open-flame operations are forbidden. All build materials must be eco-friendly and meet national flame-retardant standards.
3. Unauthorized tampering with hotel fixed electrical boxes, water supply and gas lines is prohibited. All electrical connections must follow national electrical safety codes: distribution boxes must include matching earth leakage protection and full earthing. Only double-sheathed insulated cables may be used, with fully enclosed terminal connections and zero exposed wiring.



4. All high-altitude work must be performed by certified specialists. All aerial lift operators must wear safety helmets and harnesses, conduct pre-operation hazard assessments, and secure equipment before work commences. Harness lanyards must be secured above operator height with ground spotters to restrict unauthorized personnel below work zones.
5. Certified electrical technicians must remain on-site for all exhibition open days, with all booth power fully shut down daily before venue closing.
6. Upon dismantling, all construction materials must be fully removed from hotel premises with zero residual waste left in loading zones or exterior venue areas. Full detailed requirements are referenced in the Hotel Venue Safety & Management Regulations.
- The authorized legal representative of our construction company confirms full reading and acknowledgement of this safety undertaking and all referenced venue regulations, and guarantees full compliance during move-in, dismantling and material transportation. Our company shall bear 100% legal and financial liability for all accidents (personal injury, fire, venue property damage) arising from rule violations, with no liability transfer to official service provider or event organizer.

Construction Company Official Seal:

Authorized Legal Representative Signature:

Contact Phone:

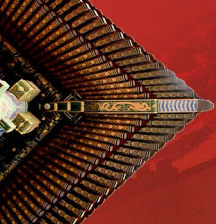
Date:

Annex 3: Exhibition Booth Power Application Form (Mandatory Submission)

Submission Deadline: October 6, 2026

All fees cover a full 3-day exhibition cycle; pro-rata charges apply for extended power usage

Category	Specification	Unit Price	Quantity	Total Amount
1. Power Supply	15A / 220V	RMB 2,500 per cycle		
	15A / 380V	RMB 3,500 per cycle		
	32A / 380V	RMB 4,500 per cycle		
	Temporary Construction Power (15A / 220V)	RMB 1,000 flat rate		
2. Administration Fee	Custom Stand Build	RMB 100 per m ²		
3. Venue Cleaning Fee	Custom Stand Build	RMB 20 per m ²		
4. Construction Worker Pass	Worker Pass	RMB 100 per card		



Category	Specification	Unit Price	Quantity	Total Amount
5. Exhibition Liability Insurance (RMB 500,000 Coverage)	1-54 m ² 55-199 m ²	RMB 160 RMB 200		Mandatory Group Purchase
6. Custom Stand & Cleaning Deposit	Flat Deposit	☆ RMB 30,000		
Total Sum (Figure):				
Total Sum (RMB Capital Chinese Characters):				

Annex 4: Booth Construction Deposit Refund Confirmation Slip

(Retained by construction contractor; mandatory presentation for deposit refund upon dismantling)

Exhibitor Company Name				
Exhibitor Contact Person		Exhibitor Mobile Number		
Booth Area		Construction Contractor Name		
Contractor Site Supervisor		Supervisor Mobile Number		
Construction Company Mobile Number				
Booth Dismantling Status	Fully Cleared			
	Not Fully Cleared			
	Loading Yard Cleanliness Status			
Deposit Refund Arrangement	Full Refund Issued			
	Partial deduction applied (Deduction Amount: RMB)			
Construction Supervisor Signature				
Hotel Venue Inspector Signature				



Remarks: If residual construction materials or waste linked to the contractor are found post-dismantling, the full cleaning deposit will be forfeited. Submit this completed confirmation slip to the on-site venue service desk after dismantling completion. The full deposit will be processed for refund within 30 working days after receipt of this slip. Deposit refunds cannot be remitted to third-party bank accounts.

Bank Account Details for Refund:

Account Name:

Account Number:

Bank Branch:

Account Contact Person: Phone:

Important Note: Complete all fields legibly. All financial losses arising from illegible handwriting shall be borne solely by the exhibitor. Notify on-site management immediately of any changes to banking information.

V.Payment Terms

All construction-related fees must be fully remitted to the official designated service provider by October 6, 2026, with the exhibitor name clearly marked in payment remarks. A 30% late surcharge will apply for post-deadline payments; a 100% surcharge will be charged for all on-site ad-hoc orders.

(1) Cash / Company Cheque Payment

Direct submission to Finance Department, Medcircle (Beijing) Information Technology Co., Ltd.

Address: 7M-15, Building 5, Zone 4, Hanwei International Plaza, Fengtai District, Beijing

(2) Bank Transfer

Bank Name: Bank of Communications Beijing Century City Sub-branch

Account Number: 110060668018800012850

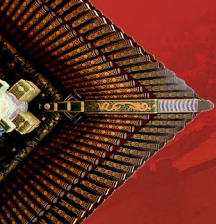
Account Holder: Medcircle (Beijing) Information Technology Co., Ltd.

Remittance Contact: Mr. Guojun Li

Mobile: +86 134 6976 9013

Email: liguojun@medcircle.cn

Critical Reminder: All remittance notes must clearly state payment purpose and exhibitor full name. The company name printed on official invoices must fully match



the remitting entity; the stand filing applicant and remitting company must be the same legal entity.

2. All fee line items must be filled completely and clearly on official application forms.
3. All post-deadline submissions incur a 30% late surcharge; walk-in on-site orders incur a 100% surcharge.
4. Fully completed fee application forms shall be emailed to designated staff of the official contractor, Mr. Guojun Li at liguojun@medcircle.cn.

VI. Official Invoicing Policy

1. All invoices issued are electronic VAT invoices. E-invoices for on-site cash payments will be issued within 15 working days after payment confirmation.
2. All official invoices issued will state service category: Conference & Exhibition Service Fee.



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