



# 45th SICOT ORTHOPAEDIC WORLD CONGRESS MADRID · SPAIN

3-5 SEPTEMBER 2025

EXHIBITORS MANUAL





# 45th SICOT

## ORTHOPAEDIC WORLD CONGRESS

MADRID · SPAIN · 3-5 SEPTEMBER 2025

### CONGRESS BOOTH: DESIGN OR SHELL SCHEME

It is compulsory to inform the Technical Secretariat:

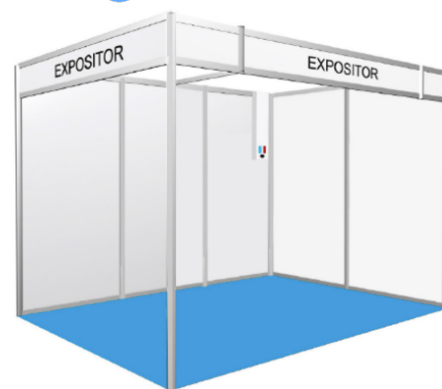
Ms. Asun Marzo: [a.marzo@torrespardo.com](mailto:a.marzo@torrespardo.com) the kind of booth set up before May 31st:

#### 1. Just space needed

- No wall separations or additional services are included.
- **Important:** Order a power box and power supply through the official supplier (see online form under “Additional Equipment”).
- Send booth design for approval before July 10th to: [a.marzo@torrespardo.com](mailto:a.marzo@torrespardo.com) 

#### 2. Shell scheme booth rental including:

- White wall panels in an aluminium frame
- Carpet
- Fascia board
- Power box and lighting
- 1 table – two chairs
- To order additional equipment, refer to the online form below.



Shell scheme cost: 48€ per sqm

Please note that shell scheme bookings will only be confirmed upon receipt of payment

Inform to the Technical Secretariat: [a.marzo@torrespardo.com](mailto:a.marzo@torrespardo.com),   
the company name for the fascia before June 30

Please contact the official Construction and planning booth company for any question related to your shell scheme booth:

#### SERVIS Group

Mr. Miguel Ángel Capiscol López  
[macapiscol@servisgroup.es](mailto:macapiscol@servisgroup.es) 

### ADDITIONAL EQUIPMENT ORDERING

For ordering additional equipment (furniture, carpet, booth, power supply) please use the following online form:  
<https://boutique.serviscomplet.com/sicot-2025-madrid-50002081>

Access code: **SICOT25MA**



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### SET UP SCHEDULE

- Companies with **free design booths bigger than 18 sqm** must set up on:
  - **Monday, September 1:** 08:30 - 21:30
  - **Tuesday, September 2:** 08:30 - 21:30
- Companies with **free design booths smaller than 18 sqm** must set up on:
  - **Tuesday, September 2:** 08:30 - 21:30
- Companies with Shell scheme
  - **Tuesday, September 2:** 08:30 - 21:30

Rigging is not allowed in the Exhibition area

**Important: Truck Access entry through Amberes Street.**



### Venue Lift Dimensions

- **Door:** 250 cm (W) × 259 cm (H)
- **Inside:** 250 cm (W) × 500 cm (D) × 300 cm (H)
- **Max Load:** 4000 kg

### DISMANTLING SCHEDULE

- **Friday, September 5:** 13:30 - 20:30

### EXHIBITION GUIDELINES

#### Booth Height Regulations

- **Max Construction Height:** 3.5 meters
- **Exceptions (Max 3 meters):** Booths 3, 4, 5, 6, 7, 8

#### Exhibition Opening Hours

- **Wednesday, September 3:** 08:30 - 19:30
- **Thursday, September 4:** 08:30 - 18:00
- **Friday, September 5:** 08:30 - 13:00



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## DELIVERY & HANDLING OF EXHIBITS

**Resa Expo Logistics is the Official Freight Forwarder, Customs Broker, and Onsite Handling Contractor for SICOT Congress.**

### Services Offered:

- Offloading and reloading of vehicles onsite
- Deliveries and collections to/from booths
- Intermediate warehousing
- Collection, storage, and redelivery of empty crates
- Customs formalities
- International transport (sea, road, air, express)
- Equipment and manpower supply
- Courier receipt and delivery
- Transport insurance
- Other trade show logistics services

### Important Shipping Information:

- The venue (IFEMA Palacio Municipal) does NOT receive or store shipments, nor does it handle customs clearance.
- If you ship directly to the venue, **you must be present to receive your materials upon arrival.**
- Due to the complexities of onsite deliveries, we **strongly recommend** shipping to our **advanced receiving warehouse**, a fully staffed facility.

If you already work with a freight forwarder in your country, please share our contact details with them, and we will provide our **Shipping Instructions**. If not, we can connect you with our **recommended logistics partner in your country** for comprehensive shipping solutions.

**For shipping inquiries, please contact:**

**RESA EXPO LOGISTICS**

[sicot2025@resaexpo.com](mailto:sicot2025@resaexpo.com)



Bárbara Helguero – +34 91 669 40 79

## OFFICIAL SERVICE PROVIDERS

### Audiovisual Equipment

#### Beamer

Mr. David Ortigado

[david@avbeamer.com](mailto:david@avbeamer.com)



### Catering

#### Abalone

Ms. Irene Arnau

[irene.arnau@abalone.events](mailto:irene.arnau@abalone.events)



### Hostesses

#### ELOQUENCE

Ms. Alejandra Alonso

+34 605 257 973

[alejandra.alonso@eloquence.es](mailto:alejandra.alonso@eloquence.es)





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## EXHIBITOR BADGES

- **9 sqm booth:** 3 exhibitor registrations
  - **18 sqm booth:** 6 exhibitor registrations
  - **27 sqm booth:** 9 exhibitor registrations
  - **36 sqm booth:** 12 exhibitor registrations
- 
- **Badges cannot be used by surgeons** (no CME accreditation provided for industry attendees).
  - Additional exhibitor badges: **€200 each**.

Badges will display the company logo only, not individual names.

Badges will be available for pickup onsite at the Congress Secretariat

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## CONGRESS VENUE REGULATIONS

For a smooth setup, please read carefully the internal regulations from the Congress venue:

- Regulations for Organizers of fairs and events in the Municipal Palace:  
<https://www.ifema.es/en/support/external-organisers-palacio>

In this link you will find important information such as: painting onsite is not allowed, it is expressly mandatory to wear a helmet, high-visibility vest and safety footwear during the phases of assembly and disassembly of fairs and events throughout all exhibition areas.

- **Labour risk form:** <https://www.ifema.es/en/support/labour-risks-form-palace>  
For all the suppliers involved in the set-up and dismantle, it is mandatory to fill the form about labour risk.

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## OTHER IMPORTANT INFORMATION

### Literature Distribution

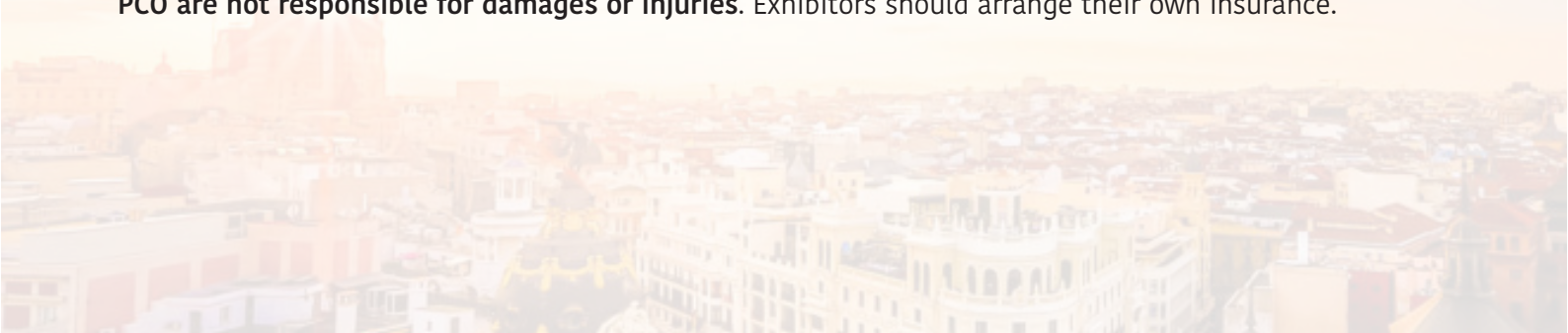
Exhibitors may distribute promotional materials **only within their booth space**.

### Noise & Disturbances

Avoid loud public address systems, video presentations, or music that may disturb neighboring booths.

### Liability Disclaimer

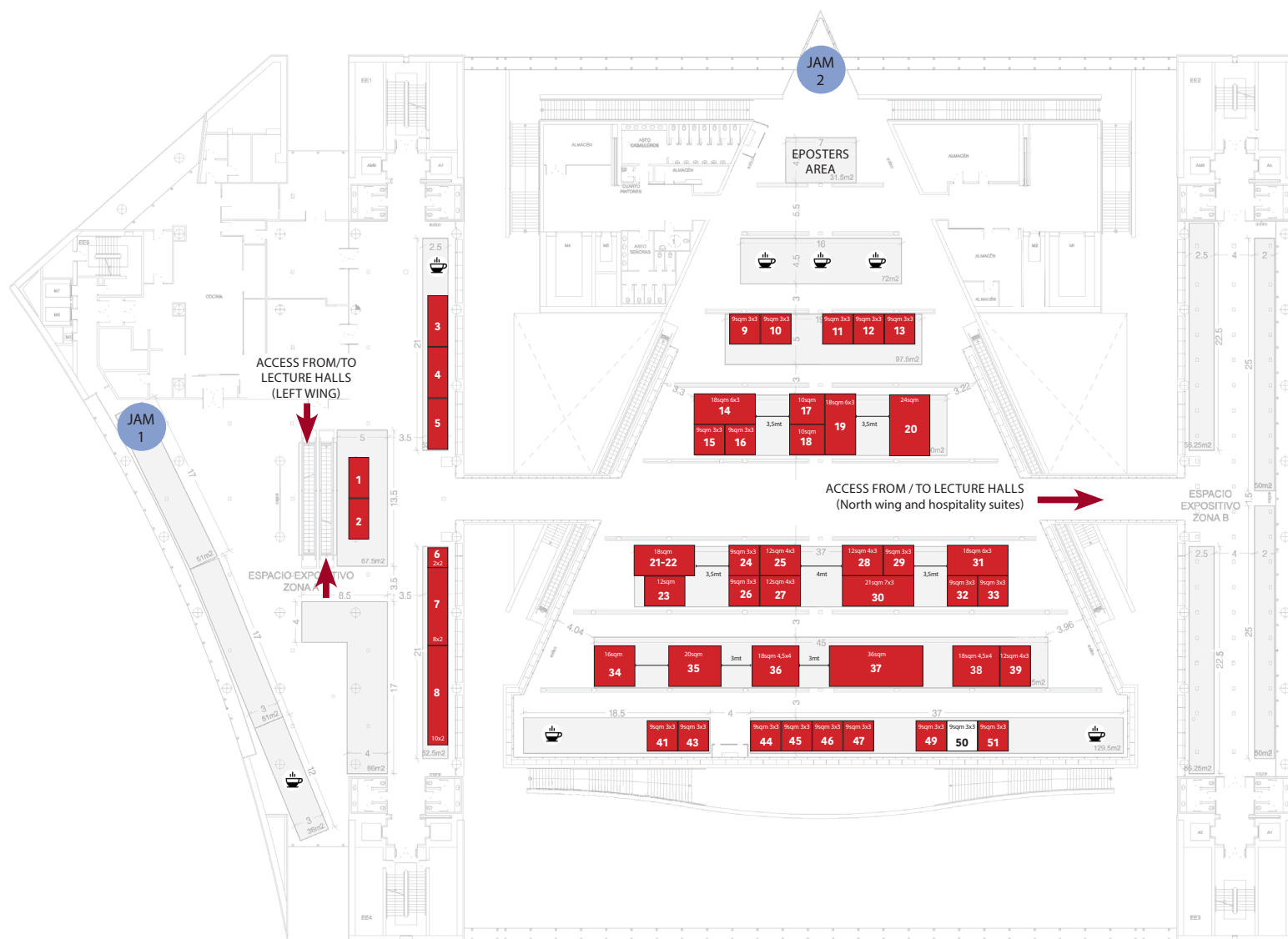
By registering for the Congress or exhibiting, exhibitors agree that **SICOT, the Organizing Committee, and the PCO are not responsible for damages or injuries**. Exhibitors should arrange their own insurance.



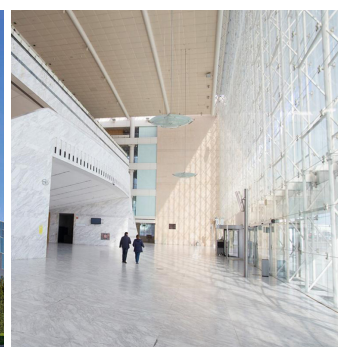
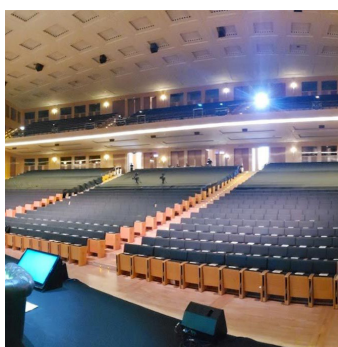


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## EXHIBITION AREA SICOT 2025



**This is the most up-to-date floor map.**  
**Please be aware that it will be updated regularly on the congress website**



**VENUE**

**PALACIO MUNICIPAL DE CONGRESOS DE MADRID (PALACIO MUNICIPAL - IFEMA MADRID)**  
Av. Capital de España, 7 • 28042 Madrid (Spain)



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3



5



17



10



38



16



36



49



29



13



31



4



39



12



25



9



51



6



15



47



35



1



26



34



21-22



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44



20



14



30



33



43



28



2



18



41



19



23



8



45



37



46



27



32



7



24



11



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## VENUE

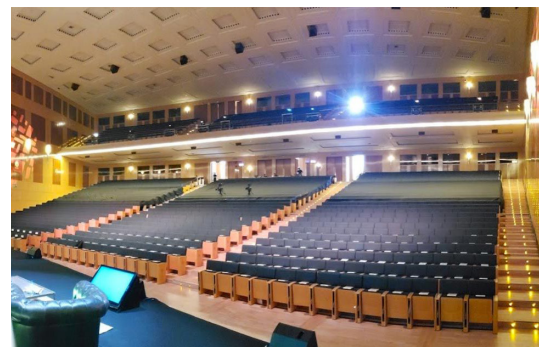
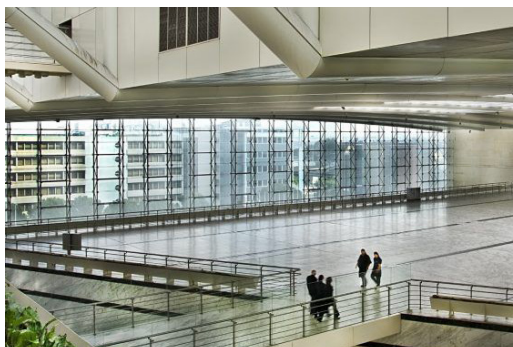
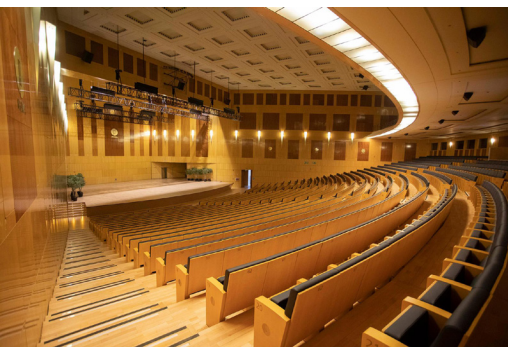
### **PALACIO MUNICIPAL DE CONGRESOS DE MADRID (PALACIO MUNICIPAL - IFEMA MADRID)**

Av. Capital de España, 7, 28042 Madrid (Spain)

<https://www.ifema.es/nuestros-espacios/palacio-municipal>



The IFEMA Palacio Municipal in Madrid, Spain, is a modern and versatile convention center known for hosting a wide range of events, conferences, and exhibitions. Conveniently located near the city center, it offers state-of-the-art facilities and easy access to transportation, making it a prime venue for international gatherings.



## MAIN CONTACT DETAILS



### **SICOT**

#### **HEADQUARTERS**

Rue de la Loi 26 - b.13  
1040 Brussels. Belgium  
Telephone  
+32 2 648 68 23

#### **General Information / Membership**

[hq@sicot.org](mailto:hq@sicot.org)

#### **Congress Information**

[congress@sicot.org](mailto:congress@sicot.org)



### **SICOT 2025**

#### **TECHNICAL SECRETARIAT**

#### **TORRES PARDO S.L.**

Registration Department  
Miss Carolina Rovira  
[registration-sicot@torrespardo.com](mailto:registration-sicot@torrespardo.com)

#### **Scientific Management**

Miss Nuria Monteis

E-mail: [congress-sicot@torrespardo.com](mailto:congress-sicot@torrespardo.com)

#### **Exhibition Venue Management**

Miss Asun Marzo

E-mail: [a.marzo@torrespardo.com](mailto:a.marzo@torrespardo.com)

