



45th SICOT ORTHOPAEDIC WORLD CONGRESS MADRID · SPAIN

3-5 SEPTEMBER 2025

EXHIBITORS MANUAL





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CONGRESS BOOTH: DESIGN OR SHELL SCHEME

It is compulsory to inform the Technical Secretariat:

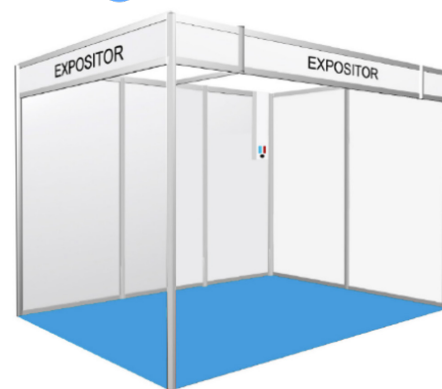
Ms. Asun Marzo: a.marzo@torrespardo.com the kind of booth set up before May 31st:

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 


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, 
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 

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



Bárbara Helguero – +34 91 669 40 79

OFFICIAL SERVICE PROVIDERS

Audiovisual Equipment

Beamer

Mr. David Ortigado

david@avbeamer.com



Catering

Abalone

Ms. Irene Arnau

irene.arnau@abalone.events



Hostesses

ELOQUENCE

Ms. Alejandra Alonso

+34 605 257 973

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
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- **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

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.

OTHER IMPORTANT INFORMATION

Literature Distribution

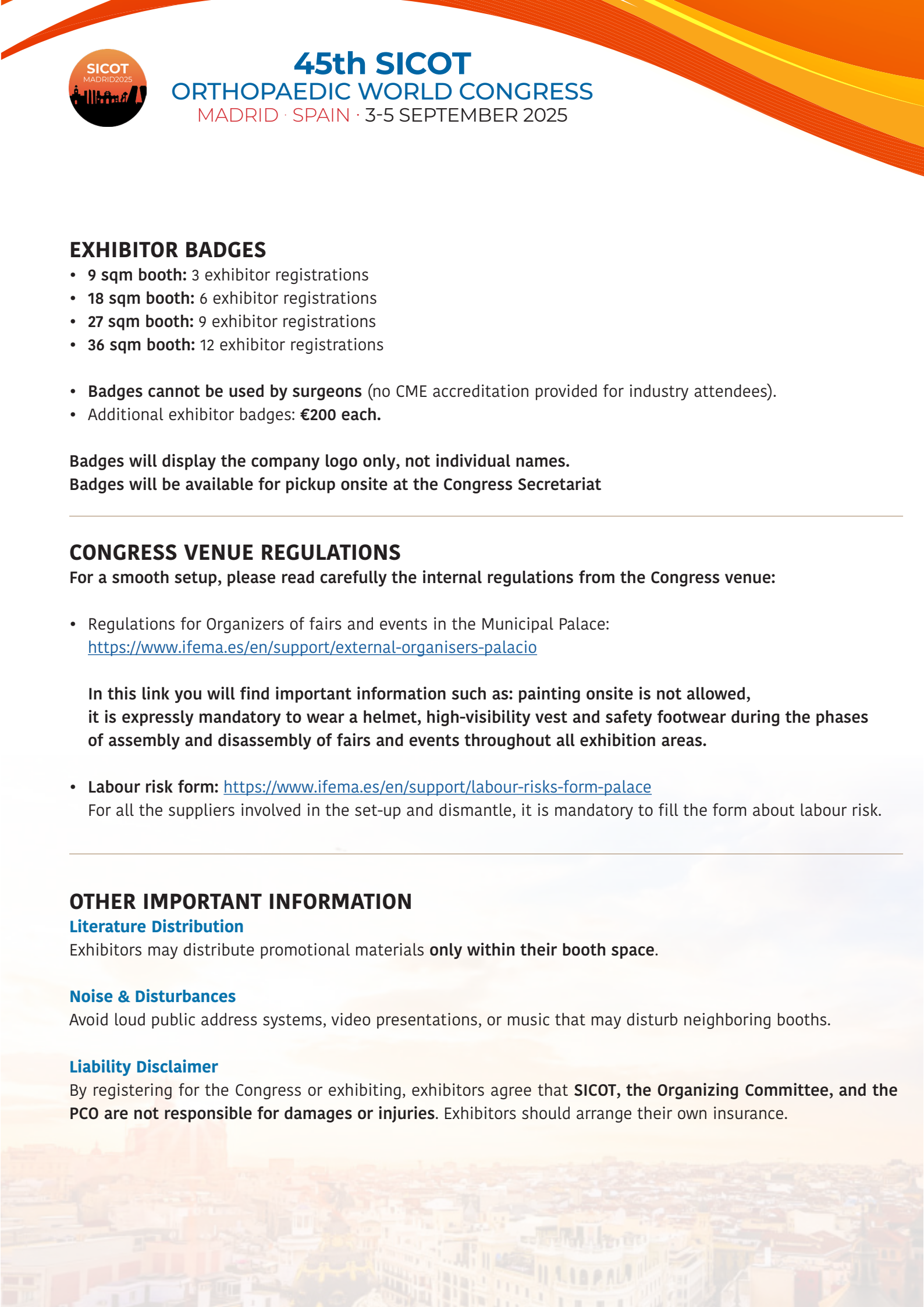
Exhibitors may distribute promotional materials **only within their booth space**.

Noise & Disturbances

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

Liability Disclaimer

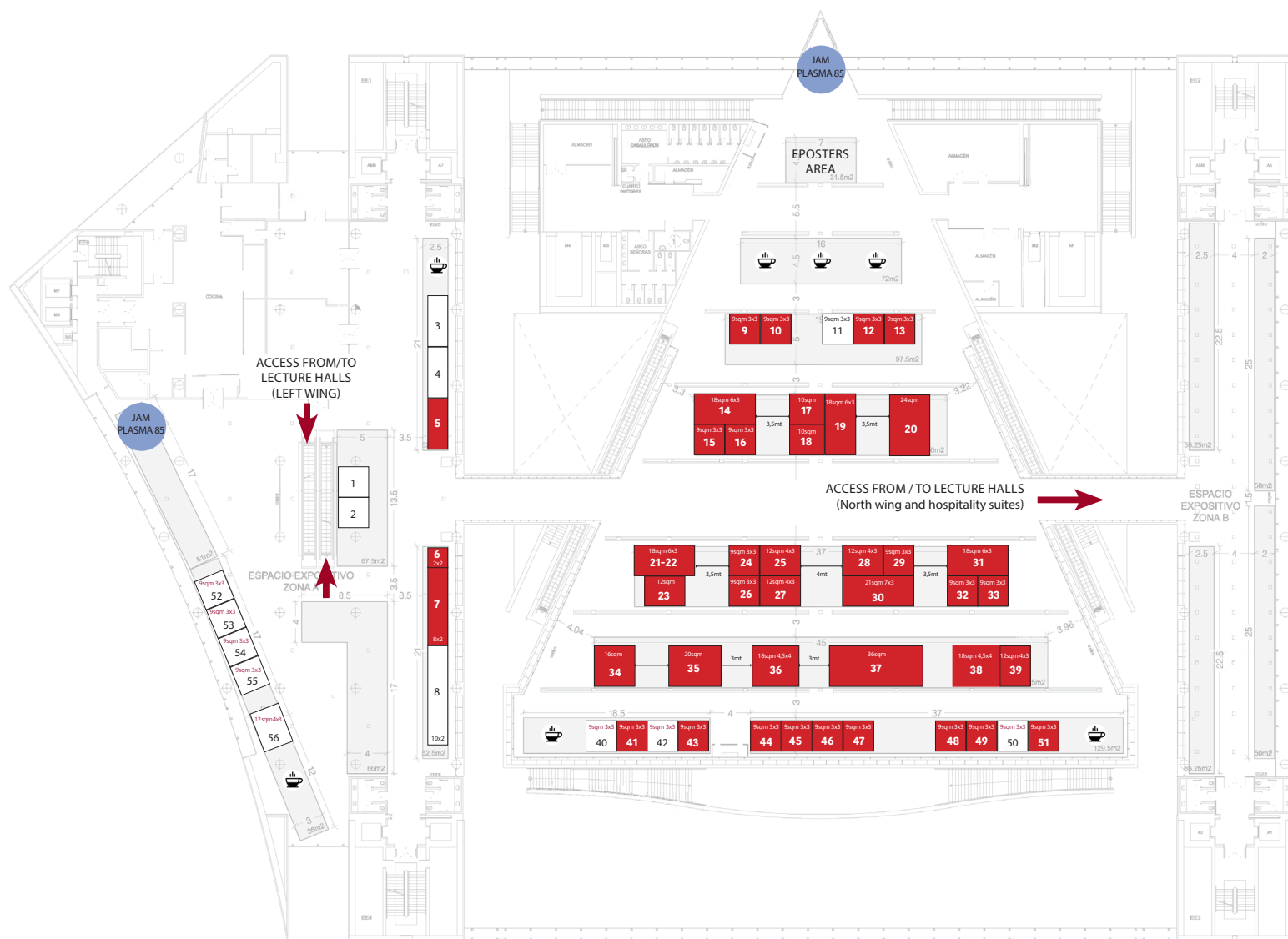
By registering for the Congress or exhibiting, exhibitors agree that **SICOT, the Organizing Committee, and the PCO are not responsible for damages or injuries**. Exhibitors should arrange their own insurance.



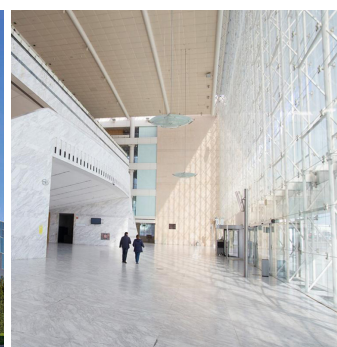
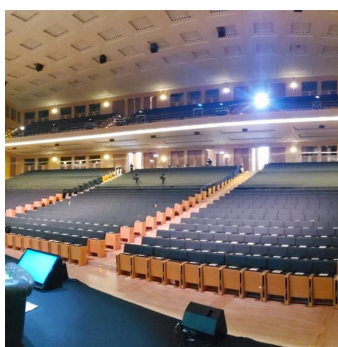


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EXHIBITION AREA SICOT 2025



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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VENUE

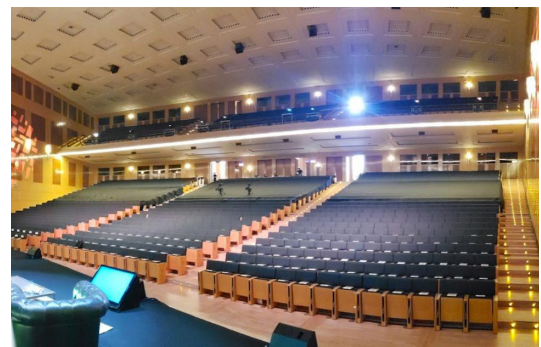
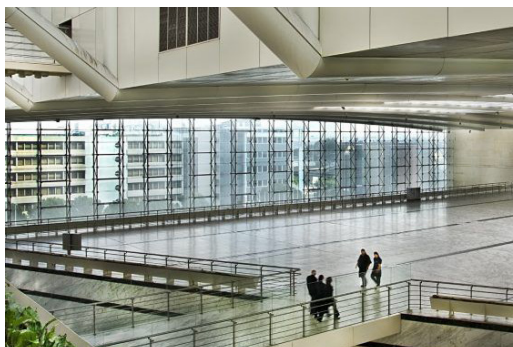
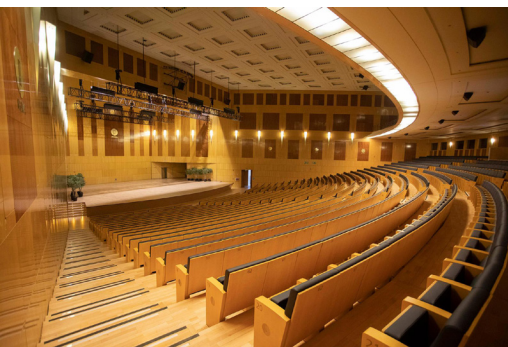
PALACIO MUNICIPAL DE CONGRESOS DE MADRID (PALACIO MUNICIPAL - IFEMA MADRID)

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

Congress Information

congress@sicot.org



SICOT 2025

TECHNICAL SECRETARIAT

TORRES PARDO S.L.

Registration Department
Miss Carolina Rovira
registration-sicot@torrespardo.com

Scientific Management

Miss Nuria Monteis

E-mail: congress-sicot@torrespardo.com

Exhibition Venue Management

Miss Asun Marzo

E-mail: a.marzo@torrespardo.com

