



**ISAPS<sup>®</sup> CANCÚN**  
**WORLD CONGRESS**  
Cancún | Mexico | 2026

International Society of Aesthetic Plastic Surgery  
OCTOBER 27-31, 2026 | CANCÚN, MÉXICO

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# EXHIBITOR MANUAL

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## 1. TECHNICAL INFORMATION

ISAPS is pleased to welcome you to the **ISAPS World Congress 2026** in Cancun, Mexico. The event will take place from October 27-31, 2026, at the Cancun Center, located in Blvd. Kukulcan Km. 9, Punta Cancun, Zona Hotelera, 77500 Cancún, Quintana Roo, México.

### CONGRESS ORGANIZER

#### **International Society of Aesthetic Plastic Surgery - ISAPS**

19 Morgan Drive, Lebanon, New Hampshire 03766, USA

[industryrelations@isaps.org](mailto:industryrelations@isaps.org)

[www.ISAPS.org](http://www.ISAPS.org)

### OFFICIAL CONTRACTOR FOR BOOTH CONSTRUCTION

#### **Standex**

Grecia Solis

Email: [gsolis@standex.com.mx](mailto:gsolis@standex.com.mx)

Phone number: +52 744 270 8466

### OFFICIAL FREIGHT FORWARDER

#### **More Events Logistics Ltd**

Attn: David Leigh

Email: [dave@moreeventslogistics.com](mailto:dave@moreeventslogistics.com)

Enquiries directly via email or use: [Quote Request](#) | [More Events Logistics](#)

### BOOTHS DESIGN AND MERCHANDISE

You are welcome to contact one of the companies below:

#### **Standex (Cancun)**

Grecia Solis

Email: [gsolis@standex.com.mx](mailto:gsolis@standex.com.mx)

Phone number: +52 744 270 8466

#### **Phoenix (Mexico City)**

Carlos Díaz

Email: [artevisual@phoenixmp.com.mx](mailto:artevisual@phoenixmp.com.mx)

Phone number: +52 55 6696 9204

#### **Grupo Amigo (Cancun)**

Lorena Gonzalez

Email: [lgonzalez@amigocancun.com](mailto:lgonzalez@amigocancun.com)

## 2. IMPORTANT DATES

### BY SEPTEMBER 7

Deadline for booth staff registration. Information will be sent by email to all sponsors and exhibitors.

### BY SEPTEMBER 11

#### For shell-scheme booth

Please submit the following to Standex ([gsolis@standex.com](mailto:gsolis@standex.com)), the Cancun Center ([jchagoya@cancuncenter.com](mailto:jchagoya@cancuncenter.com)) and ISAPS ([industryrelations@isaps.org](mailto:industryrelations@isaps.org)):

- Name to be printed on the Fascia Board of the shell scheme booth.
- A list of all devices/appliances (electrical/gas) that will be installed in the structure.
- If you have heavy machinery, specify the weight and dimensions of each item.
- All order forms included in this manual

#### For raw space booth

Please submit the following to Standex ([gsolis@standex.com](mailto:gsolis@standex.com)), the Cancun Center ([jchagoya@cancuncenter.com](mailto:jchagoya@cancuncenter.com)) and ISAPS ([industryrelations@isaps.org](mailto:industryrelations@isaps.org)):

- A scaled drawing (including elevations) with all measurements and specifications of the structure to be built.
- A list of all devices/appliances (electrical/gas) that will be installed in the structure.
- If you have heavy machinery, specify the weight and dimensions of each item.
- All order forms included in this manual

### BY SEPTEMBER 25

**Submit requests for** (All requests must be sent to [industryrelations@isaps.org](mailto:industryrelations@isaps.org)):

- Catering: [menus and booking form](#)
- Internet [booking form](#)
- Additional furniture from Cancun Center [booking form](#)
- [Additional furniture from Standex. Catalogue](#). Please request the furniture by email to Grecia Solis on [gsolis@standex.com](mailto:gsolis@standex.com)
- Cleaning of booths [booking form](#)
- Electrical [booking form](#)
- Onsite branding: [catalogue and booking form](#)
- AV: [catalogue and booking form](#)
- Workers from non-official stand contractor must have valid Workplace Accident Insurance and EPS (Health Insurance) coverage. A list, including full names, ID numbers and insurance numbers must be submitted to [industryrelations@isaps.org](mailto:industryrelations@isaps.org)

### SUMMARY OF THE EXHIBITION SCHEDULE

SET-UP AND EXHIBITOR ENTRY	
October 27, 2026	07:00 - 22:00
EXHIBITION SCHEDULE	
October 28, 2026	08:00-20:00
October 29, 2026	07:30-18:00
October 30, 2026	07:30-18:00
October 31, 2026	08:00 -17:00
DISMANTLING	
October 31, 2026	From 17:00

**\*NOTE:** Schedule subject to changes

*Important note: Delegates with a full Congress registration badge are only allowed access to the exhibition during the of official opening hours.*

### 3. GENERAL INFORMATION ABOUT THE ISAPS WORLD CONGRESS 2026 EXHIBITION

#### SETUP REQUIREMENTS

Please be aware of the following exhibition area setup requirements:

ARL (Work Accident Insurance) and EPS (Health Insurance) are mandatory for all personnel entering the venue for setup. A list including full names, ID numbers and insurance numbers must be submitted to [industryrelations@isaps.org](mailto:industryrelations@isaps.org) prior to October 1, 2026.

Exhibitors must adhere to the event's opening and closing hours.

It is recommended that booth staff be at their workstations half an hour before the event opens and remain present during the entire exhibition period, from setup on October 27, to the return of the booth space on October 31.

Exhibitors and booth personnel must conduct themselves respectfully toward the visiting public, venue staff, event staff, and organizers.

Exhibitors are responsible for hiring, training, and supervising booth staff. Neither ISAPS nor Cancun Center are responsible for expenses related to the staff hired by the exhibitor for booth attendance, such as food, transportation, or other costs.

The coordination, installation, and logistics of booth staff during the event should be managed through the person designated by the exhibiting company to facilitate the logistical process and ensure accurate and timely communication from start to finish at the event.

The coordinator or representative of the participating entity is responsible for communicating the general regulations of the event to all personnel who will be present during the Congress, as they will ultimately bear much of the responsibility for compliance.

Banners, posters, mini-billboards, or other promotional and informational elements must be placed on floor banner stands or similar structures.

All suppliers and exhibitors must stick to the areas and schedules for set-up and dismantling that have been assigned to perform their activities. They shall have their own equipment and tools, which must be guarded and watched by them. ISAPS and Cancun Center will not assume any liability for any theft or loss within the leased meeting rooms.

The consumption of alcoholic beverages is allowed only within the leased areas, during the corresponding event, as long as it is agreed with ISAPS and the Cancun Center.

#### **Do not use Duplex Wire for your power installation.**

According to the purchased square footage, you will be entitled to a specific quantity of badges for the staff attending the booth. In case you need additional passes, we will soon provide you with a link where you can acquire them.

#### STAFF BADGES

Staff badges available for exhibitors' staff:

- 6 sqm booth: 1 badge for the booth staff
- 9 sqm booth: 2 badges for the booth staff
- 12 sqm booth: 3 badges for the booth staff

- 18 sqm booth: 4 badges for the booth staff
- 27 sqm booth: 5 badges for the booth staff
- 36 sqm booth: 6 badges for the booth staff
- 48 sqm booth: 8 badges for the booth staff
- 54 sqm booth: 9 badges for the booth staff

Exhibitors and booth personnel must constantly wear their identification badges and make appropriate use of them. The exhibitor scientific badges will be a necessary element for participating in the academic sessions and are not transferable to another person.

The exhibitors' badges will be provided by the person in charge of the commercial exhibition on the setup day at the registration desk. These badges will be marked with the names of those registered at the booth, and this accreditation is personal and non-transferable.

#### 4. ACCOMMODATION

To help with your accommodation requirements, ISAPS have secured special rates with a range of hotels in Cancun. Please note that ISAPS accommodation, and our tax-free offers, are only available through direct bookings with our partner hotels via this website. ISAPS is not working with any travel or booking agency for its World Congress - please be vigilant and do not accept offers of bookings through unauthorised operators.

To view the list of hotels please click on [Accommodation | ISAPS](#)

#### 5. EXHIBITING AT THE ISAPS WORLD CONGRESS 2026

##### SETTING UP YOUR BOOTH

**Please note:** To carry out the setup, participants must have previously sent proof of full payment, copy of the public liability insurance, and the booth design in case of self-builds to ISAPS at [industryrelations@isaps.org](mailto:industryrelations@isaps.org) to verify that they are in good standing with the event.

**Maximum building height: 2.80 meters**

**Setup Date:** Tuesday, October 27, 2026

7 am to 10 pm

\*Outside these hours, access is subject to additional charges and by special authorization only.

For security matters, it is necessary that during set-up, dismantling, and during the event, all staff involved wears its ID badge.

It is forbidden for exhibitors to hire staff under 18 years old for any kind of job or service within the venue.

The venue administration, through its security team, will remove any personnel working under abnormal conditions (under the influence of alcohol or psychotropic substances, etc.) or engaging in acts that may harm individuals, the venue's property, and/or ISAPS.

Smoking or drinking any kind of alcoholic beverage during set-up and dismantling operations is not allowed, otherwise, the venue's security staff will require you to leave the place.

The space considered for setting up a booth, such as stand, bleachers fitting or any other object that may damage the facilities must be completely carpeted to protect Cancun Center carpets and/or floors.

Exhibitors will be solely responsible for covering any damage to the venue during set-up, during the event, and during dismantling.

**Note:** All setup personnel entering the venue where the event will take place must have and present a valid ARL (Work Accident Insurance) card or certificate, proof of any mandatory taxes, and a national ID card; otherwise, they will not be admitted. Additionally, the convention center will contact them to request the completion of some documents for entry on the setup day.

## **DISMANTLING**

**Dismantling Date:** Saturday, October 31, 2026

**Dismantling Hours:** Starting from 17:00

The dismantling and removal of materials must be carried out without exception on **Saturday, October 31, 2026, between 17:00 and 5 am.**

The exhibitor will be responsible for the complete dismantling of their booth and for the removal of all their products and materials on the specified day and time. The exhibitor shall be solely responsible and liable for the removal of garbage and waste from their booth.

Exhibitors/Contractors must be present during dismantling to supervise the safe removal of exhibits. Exhibitors will be responsible for their suppliers' wrongdoings.

ISAPS will not be held responsible for any materials left at the exhibition venue or in storage, nor will they be liable for damages caused to the congress venue by the setup or dismantling personnel.

To leave the venue and carry out the dismantling, the Exhibitor must have completed the payment of any goods and services (in all matters related to the exhibitor's participation in the exhibition or event); otherwise, the assigned logistics personnel will not allow exit from the venue.

The personnel in charge of dismantling must carry dismantling credentials (if the organization uses accreditations for setup, the event, and dismantling) and social security documents (ARL and EPS). In documentation is not presented, the VENUE will not allow the dismantling of exhibition areas.

The Exhibitor must return the assigned space and rented items to Cancun Center and Standex in the same condition in which they were delivered. Otherwise, corresponding fines will be applied, according to the fee structure established in this document, and the removal of the merchandise is not authorized until the corresponding amount is paid.

Once the established deadline for dismantling has expired, Cancun Center will remove and dispose of the decoration materials or elements that still remain in the exhibition area. This action does not imply responsibility on the part of Cancun Center for these materials, and charges will be applied for the transportation and removal of the materials, whether they are debris, decorations, or merchandise.

## LOADING AND UNLOADING

With the aim of keeping proper security measures at the Cancun Center, every setting and dismantling operation must be made through service platforms, located in Blvd. Kukulcán km9, ZH, C.P. 77500 Cancún, Quintana Roo, Mexico, downtown direction (as reference, aside the ALOFT hotel).

There will be staff dedicated to coordinating the loading and unloading operations of exhibitors.

Depending on the size of the transportation, a tolerance time will be considered to unload the materials. If that period of time is exceeded, Cancun Center will apply a charge under the concept of parking to the exhibiting company; only one vehicle per company is allowed at the same time.



Admission will be subject to platforms capacity and the place in line; it is necessary to take precautions. In no event whatsoever are there exceptions.

## LOADING CAPACITY

The load capacity of the ground level, where the exhibition will take place, is 800 kg/m<sup>2</sup>.

Thus, access of vehicles or objects exceeding 3.5 tons of weight is subject to approval from authorized venue staff.

To avoid interference with other events, platforms obstruction is not allowed, neither to leave transportation vehicles in that area once they have finished their loading or unloading operations.

## VEHICLE ENTRY PERMIT – ACCESSING THE SITE

For all events at Cancun Center, Vehicle Permit System applies.

All delivery services must submit an online vehicle entry permit application via [please specify] within 7 days from the actual entry date.

The following information must be filled up by the non-official stand-builders and/ or contractors:

- Company name
- Person in charge and contact details
- Event name
- Vehicle detail
- Date time of arrival/departure Upon receiving the vehicle entry application, the Logistics team will check and verify all the details and will approve the permit. The Logistics team will reject the application if they find any discrepancies in the request, informing the requestor the reason for rejecting.

## PARKING

With the objective of guaranteeing the security of pedestrians and the free flow of vehicles, under no circumstances shall vehicles be allowed to park in the main entrances and/or emergency exits.

In the case of the necessity of leaving a car all night long, please let the Customer Supplier Coordinator know, so that the corresponding report is issued.

Vehicles must fill just one parking space, not using double space, and the area dedicated exclusively for disabled people must be respected, otherwise, the corresponding municipal institution shall be notified to tow the car.

Cancun Center shall not be held responsible for total or partial theft of units or objects inside or outside vehicles located in the parking lot or switchyard, nor for damages caused to them for crash, fire, earthquake, hurricane or any other cause of similar nature.



## EXHIBITOR RESPONSIBILITIES FOR EQUIPMENT TRANSPORT AND INSTALLATION

The exhibitor must have support staff to transfer and install its equipment, as well as carts or pallets to carry materials. If the exhibitor does not have any of them, they can be requested to the Customer Service Coordinator assigned to the event by Cancun Center, considering availability and a cost based in the current list price.

## PRODUCT REGISTRATION

If your company intends to sell, distribute, or otherwise commercialize any surgical instruments, medical devices, equipment, or related products during the event, it must be duly registered, authorized, and compliant with all applicable COFEPRIS regulations and requirements.

To arrange shipment of goods and ensure all items are compliant with entry into Mexico you must contact David Leigh at More Events Logistics Ltd. ([dave@moreeventslogistics.com](mailto:dave@moreeventslogistics.com)).

### More Events Logistics Ltd

Attn: David Leigh

Email: [dave@moreeventslogistics.com](mailto:dave@moreeventslogistics.com)

Enquiries directly via email or use: [Quote Request | More Events Logistics](#)

*\* please note that ISAPS is not responsible for the registration of products for the ISAPS World Congress, 2026 in Cancun. It is the responsibility of each individual company to arrange the import of any products and adhere to Mexican regulations around medical devices.*

## PRE AND POST EVENT SHIPMENT AND STORAGE

Cancun Center accepts packages sent in advance, as long as the Customer Service Coordinator assigned to the event is notified in writing. Once the availability of the storage room and/or assigned space is confirmed, the exhibitor shall cover an additional cost to what it was budgeted at \$120/day, for the receipt and use of the storage room and/or assigned space, at least three days before and it will be subject to the current list price.

Please download the shipment & delivery form for Cancun Center [HERE](#).

Cancun Center can store packages free of charge for up to 15 days prior to the event.

You must return your packages to the city of origin no later than 5 days after the end of the Congress.

## LIFTS AND ESCALATORS

Lifts and escalators operation in CANCUN CENTER shall be used as follows:

- One passenger lift with maximum capacity for 12 people, maximum weight capacity of 1,200 kg, with access to Ground Level, Level 1, 2 and 3.  
*Note: It is forbidden to enter the passengers' lift with any load management equipment (pallets, skids, loading carts, etc.)*
- Cancun Center reserves the right to direct escalators for different events, preserving, at all time, attendees' security within the venue.  
*Note: It is strictly forbidden to carry out material and/or equipment ascent and/or descent operations in the escalators.*
- Cancun Center has two freight lifts with a clear area to manoeuvre of 6.00 m long x 2.40 m wide x 2 m high, with a capacity of 1.5 metric tons each.

Observations: For your security, you must comply with the following instructions:

Manually open both doors of the freight lift, load/unload materials into the lift, program freight lift to the corresponding level and, as a preventive measure, the lift will not move and inch if the doors are not perfectly closed

## **CLEANING AND MAINTENANCE OF THE BOOTHS**

Cancun Center staff shall take care of cleaning and collecting trash from common areas (not leased), as well as cleaning and supplying consumables of all restrooms located in the venue.

Each exhibitor must request the cleaning of their own booth using the cleaning services order form.

It is responsibility of the exhibitor to remove all marks and/or residues left in the floor of adhesive tape, carpet, paint, etc.

In the case that special liquids to remove them are required, they must not damage the floor. If they are not removed, Cancun Center will charge the exhibitor directly a cost based in the current list price.

If an exhibitor forgets or leaves any belonging in the venue, it shall be guarded only for 48 hours in the venue storage room, generating an additional cost for its use, charged directly to the exhibitor.

Once the period of time expires, if it was not claimed, it will be destroyed or donated. To claim the forgotten belonging, the generated cost for its guard shall be paid, based in the current list price.

The use of confetti within Cancun Center facilities is not allowed. If it is used, the exhibitor shall be charged under the concept of cleaning and/or damage to the facilities, based in the current list price.

## **GARBAGE DISPOSAL**

During move-in and move-out period, the Exhibitor shall be solely responsible and liable for the removal of garbage and waste materials from the exhibition and service area, inclusive of loading bays and access ramps. Exhibitor shall remove all exhibits, stand fittings and other materials brought into Cancun Center for exhibition or other events, including materials scrapped and debris left behind at the end of the exhibition or event, from the Cancun Center. In the event that the exhibitor fails to keep the exhibition and service area clean, the Cancun Center will engage the services of a cleaning and waste disposal contractor and the charges incurred will be billed to the exhibitor.

## **THROUGHOUT EXHIBITION PERIOD**

Wash basins and water closets in the toilets in Cancun Center shall not be used for disposing of any form of waste, food or rubbish. The cost of clearing blockages in the drainage system and of any other work taken by the Center arising from non-compliance with this regulation will be charged to the exhibitor. The cleaning of the booth is a responsibility of the exhibitor. Exhibitors are able to engage cleaning service by completing the cleaning request form.

## **PUBLICITY, DISTRIBUTION AND SALE OF MATERIALS**

Putting up posters and distributing flyers, abstracts or invitations outside a sponsor's exhibition stand or industry session room is forbidden. All such materials will be systematically removed and destroyed. Any individual responsible for such activities will be asked to leave the Congress Venue.

Exhibitors are not allowed to display in their own booth or in their meeting room any advertisement or services provided by a non-exhibitor.

All Exhibitors will be the producers, importers, or representatives of the goods and/or services to be displayed. It is the Sponsor's/Exhibitor's responsibility to observe relevant legal regulations including publicity, the handing out of samples and the sale of products.

ISAPS and the Cancun Center cannot be held liable for any noncompliance. The content of all promotional literature, advertising, and promotional material of any form used or distributed within the exhibitor booth.

Exhibitors can't distribute anything outside their own booths. Organising Secretariat does not allow market research companies to operate in the areas of Cancun Center. Sponsors may employ companies to conduct surveys on their exhibition stands only and not in the aisles and walkways of the exhibition.

It is not permitted for companies to undertake market research related to ISAPS, its activities, or features of the Congress anywhere in the Cancun Center.

## **SAMPLES**

Giving away of 'samples' as an inducement to purchase is prohibited. Reasonable quantities of samples may be supplied to help participants familiarise with the products, to enable them to gain experience with the product in their practice, or upon request. Samples should not be sold. Samples must not be used for clinical studies. Where samples of products restricted by law to supply on prescription are distributed by a representative, the sample must be handed directly to the doctor or given to a person authorised to receive the sample on his behalf.

## **INTERNET**

Internet: FREE Wi-Fi is available at the event venue; however, there is limited bandwidth supporting the network. We advise that you request a dedicated WI-FI or wired network for your booth if you need a constant and reliable internet connection for your programs, applications and websites. We advise that if you need a constant and reliable Internet connection for programs, applications, and websites, request a dedicated Wi-Fi or wired network for your booth.

Individual Wi-Fi connection must be requested 8 days in advance. For internet connection, please fill in the Internet order form.

## **SECURITY**

Cancun Center has security only in general areas and in venue entrances to safeguard order and visitor flow.

Cancun Center will keep an entrance and exit control of all materials entering the venue. However, it is the exhibitors' responsibility to keep their belongings secure by hiring additional security staff if they wish to.

Cancun Center will provide the corresponding information about emergency exits, with the objective of reacting properly before any kind of contingency.

It is strictly forbidden to enter the venue carrying any kind of weapons, either they are cutting arms, electric arms, spray arms, or firearms.

A 50 cm space of separation must be considered between venue walls and any other element installed within it. In doors and emergency exits at least one meter must be considered, starting on the limit of doors. Aisles must have at least 3 meters of width, in the understanding that once they are established and authorized by Cancun Center's Chief of Maintenance and Operations, it must be kept free of obstacles and/or additional installations at all its length.

During set-up and dismantling, in the platforms area, a security aisle must be established, in which no load, vehicles, tools, nor objects that may obstruct free pedestrian or automotive traffic should be left.

Cancun Center reserves the right to not allow access to people or guests into the lease areas for the event with the aim of not exceeding the maximum capacity allowed.

Under no circumstance shall access to firefighting equipment (extinguishers and hydrants), as well as emergency exits be blocked. Whenever competent authorities or the Customer Service Coordinator consider there is danger within venue facilities or events, they shall notify the organizer so that it can be eliminated or mitigated. The event shall not start or continue if the dangerous situation persists.

It is strictly forbidden to use or exhibit machinery, equipment or dangerous substances that are corrosive, reactive, explosive, toxic or harmful to human health, or flammable (regulation: NOM-018-STPS-2015). In the same way, balloons or similar items that need to be inflated with gas, must be inflated with non-flammable and non-toxic gas; it is the only way in which access and stay within the venue will be allowed. Inflation shall be made in the areas previously appointed for that activity.

It is not allowed to make blacksmithing works, use saws, air guns, spray, etc., nor use products that affect the environment, either inside or outside the venue.

If the use of paint, wood, fabrics, carpets, etc. within venue facilities is required, the exhibitor shall notify ISAPS on [industryrelations@isaps.org](mailto:industryrelations@isaps.org), who shall reserve the right to authorize or not the requirement. If the use of materials is authorized, they shall be treated with flame retardant, as well as to avoid causing damage to venue floors, carpets or walls.

It is forbidden to exhibit, sell, give away, place a product, material, advertisement or marketing material outside the Congress areas such as, restrooms, aisles, walls, columns, parking lot, cafeteria, doors and windows, or any other place within the venue.

At no time of the event (before, during and/or after) do pets of any kind shall be allowed, unless there is a written authorization from Cancun Center and all phytosanitary hygiene conditions and Official Regulations related must be complied with.

ISAPS and Cancun Center shall not be held responsible for any good, material or equipment damages or losses, property of the exhibitors.

It is forbidden to carry out gambling games and draws within the venue, unless there are written authorizations, licenses or permits, issued by the corresponding authority and under the applicable laws and regulations; otherwise, it shall be a cause of termination of the agreement previously executed with the sponsor or exhibitor.

The use of unmanned aerial vehicles (drones) is strictly forbidden, either inside or outside Cancun Center to take pictures or videos, according to what is established in the Communications and Transportation Ministry Law.

It is strictly forbidden to cross aisles with electric wires, nor in the rest of the facilities, as it may cause danger to visitors and to the facilities. In the case that due to the location of the stands, these installations are necessary, the exhibitor must have the authorization and supervision of the venue's Operations Manager, and place the required protection and signage to protect the public

## NOT PERMITTED

- For safety and logistical reasons, exhibitors or setup companies must not, under any circumstances, block escalators, fire extinguishers, fire cabinets, or emergency doors.
- For safety reasons, lighting candles or votive candles within the commercial exhibition venue is not allowed.
- For safety, health, and to provide excellent service and a continuous positive environment for the public, smoking is not permitted at the event venue.
- It is prohibited to install compressed gas, coal, gasoline, or smoke-producing fuel devices within the pavilions of the venue.
- It is strictly prohibited to bring in and/or serve Food and Beverages at the Congress venue according to the venue rules. Food and Beverage requests must be arranged directly with ISAPS.
- Attaching mats or floors with adhesives is prohibited.
- Performing any type of drilling on floors, walls, and ceilings is strictly prohibited.

## 6. TYPES AND DESIGN OF STANDS

The booth designs must be created according to the following guidelines, taking into account the parameters and limits established by ISAPS and Cancun Center. Decorating companies should include, in their designs, agile assembly systems with modules or finished, painted, and self-supporting elements ready to be assembled on-site. The exhibition area should not be used as a production workshop for each setup.

All booths must be constructed considering the avoidance of blocking aisles, without obstructing neighbouring booths, and preventing possible damage.

Exhibitors are requested to allow enough transparent areas to ensure a clear view of the surrounding exhibits.

The finishing of the construction must be impeccable in all visible areas of the booth, including the sides and rear areas.

Advertising at the boundary with other booths is prohibited.

The backs of the booths must be completely covered to ensure the booth looks aesthetically organized.

All booths that, due to their design, require more than one power outlet must make the request directly to the power supply provider and bear the associated cost. This should be considered because overloading may lead to constant electrical failures.

## SUPPLIER

### STANDEX

**Grecia Solis**

E-mail: [gsolis@standex.com.mx](mailto:gsolis@standex.com.mx)

Phone number: +52 744 270 8466

Exhibitors using independent contractors must submit a copy of the booth design, including measurements, for approval no later than Friday, September 11, 2024, to [industryrelations@isaps.org](mailto:industryrelations@isaps.org)

## EXHIBITORS MUST SEND (DEADLINE, SEPTEMBER 11)

- A scaled drawing (including elevations) of the structure to be built with all measurements and specifications.
- A list of all devices/appliances (electrical/gas) that will be installed in the structure.
- In the case of having heavy machinery, specify the weight and dimensions of the items to be placed.

**Important note:** Any exhibitor who does not attach their render (scaled drawing) of the design stand to be built within the stipulated date, which is by September 11, will not be guaranteed construction by ISAPS. The design must be approved by the event organizers and the venue.

For those companies that are not going to build and have a 3x2m or 3x3 stand, the organization will provide the following:

- Stand 3x2 / 6sqm and 3x3 / 9sqm. (White panelling of 2.50 meters in height.

DOES NOT INCLUDE ANY TYPE OF FLOORING AND/OR CARPET AND WALL BRANDING

Includes 1 double polarized 110v electrical outlet per space, 2 arm lamps per space, two white Monaco style chairs per space, one 1.20m plank table (1.80m for 9 sqm) with black tablecloth per space, and one waste bin per space



For other square footages, panelling will not be provided. If needed, exhibitors must directly contract it with the setup provider before the event.

## FLOORING

All adaptations must be supported at floor level and done with dry construction.

The use of masonry materials such as bricks, cement, lime, mixtures, soil, sand, etc., is prohibited.

It is strictly forbidden to use foundations, chip or damage, in any form, the floors, ceilings, walls of the venue, and panelling assigned in the commercial exhibition.

In case of deterioration, damage, or misuse of floors, walls, and others, the exhibitor must pay the amount set by the organizers.

If displaying equipment with very high weights, place some element on the surface that covers the support area to prevent the weight from causing cuts in the commercial exhibition carpet. The placement of such machinery must be authorized and approved in advance.

## ELECTRICITY

For security matters, Cancun Center electricians strictly follow the Mexican Official Standard NOM-001-SEDE-2012 (Electrical installations), Mexican Official Standard NOM-029-STPS-2011 (Electrical installations maintenance in working centre – Security Conditions) and NOM-022-STPS-2008 (Static electricity in working centres, Security and Hygiene Conditions).

Illumination and sound systems may be installed and/or connected to Cancun Center registrations only by authorized staff or suppliers, and under the supervision of Cancun Center technical staff; otherwise, the venue reserves the right to remove such installations and/or disconnect any equipment connected without authorization, and this situation will represent an additional charge to the exhibitor. The latter shall be responsible for paying and covering the liabilities caused by any damage to equipment, infrastructure, etc.

For external electric installations, the exhibitor shall ask to a technical maintenance staff, appointed by Cancun Center, so that he determines the minimum requirements to guarantee security and reduce risks.

Switches to be used must be thermomagnetic, according to the electric charge capacity to be managed, which shall be previously authorized by technical maintenance staff assigned by Cancun Center.

It is forbidden to block electric supply boards, or the switch boxes installed.

If Cancun Center has in its inventory plug connectors for 220 and 480 volts, it shall provide them to exhibitors and/or assemblers, prior delivery of the electrical distribution blueprints, and filling out the borrowing form. Consumption derived from all installations in the booths shall be charged to the exhibitor without exception.

In the case that the equipment installed exceeds 1,500 watts or requires a higher amount of amperage, the exhibitor must communicate it in writing to the Customer Service Coordinator in charge of the event, at least 6 working days before the event, to dedicate the necessary equipment for Cancun Center's correct energy operation. The exhibitor shall pay an additional cost.

It is the exhibitor's responsibility to protect its equipment with voltage regulators, no-breaks, or power plants, because Cancun Center shall not be liable of any damages in machinery or equipment due to voltage variations.

Additional electrical material supply for stands, registration, and other exhibition or event facilities, such as, wires, switches, contacts, extension cords, lamps, etc., shall be invariably provided by the exhibitor. Their installation shall be done by staff hired by the exhibitor thus, the latter shall be responsible of handling any eventuality that may happen during the event development.

If the booth requires power supply for 24 hours, the exhibitor shall request in writing this extraordinary service to Cancun Center's Operations Management, at least 10 days before the event starts. An additional charge for night-time consumption will be applied to the exhibitor.

law to supply on prescription are distributed by a representative, the sample must be handed directly to the doctor or given to a person authorised to receive the sample on his behalf.

## THE HIRED BOOTH SPACE DOES NOT INCLUDE

- Any item not included in the reservation, contract, or confirmation process.
- Additional electrical power supply (KW) unless it has been previously reserved and contracted directly with the organization. The commercial exhibition will install an electrical connection of 1 kilowatt for every six square meters.
- Telephone line, POS terminal (dataphone), water, unless these have been previously reserved and contracted directly with ISAPS.
- Booth security

**NOTE:** Any additional items must be previously reserved with the service providers and will be installed in the corresponding booth with their respective payment support. Companies contracting adjoining booths will not have dividing panelling installed.

## 7. RECOMMENDATIONS FOR THE HIRING OF BOOTH BUILDING SUPPLIERS

Ensure that you selected a recognized and experienced company.

Conduct an inspection visit to see the area where they will build your booth.

Demand materials of good quality.

Remember that the venue is not a booth manufacturing workshop; booths should come ready to assemble, requiring only final touches. This will make the assembly process easier and faster.

Workers from the decorating company must have valid ARL (Workplace Accident Insurance) and EPS (Health Insurance) coverage. A list including full names, ID numbers and insurance numbers must be submitted to [industryrelations@isaps.org](mailto:industryrelations@isaps.org) by September 25, 2026.

Take into account the height specifications for assembly.

Companies not respecting the allowed height will have to modify the design during assembly, without prejudice to the organization and the event venue.

Exhibitors and electrical setup companies for booths and/or ephemeral architecture must assign qualified personnel for electrical installations, ensuring they are duly certified and registered with the CONTE (National Council of Electricians) and must comply with the Technical Regulation of Electrical Installations (RETIE).

## 8. FURNITURE AND ADDITIONAL SERVICES

Additional furniture and items not indicated above may be contracted directly with Standex or Cancun Center.

## 9. REPAIRS AND DAMAGES

All stands must be fully assembled before the opening time of the exhibition.

ISAPS will charge the Exhibitor for any necessary repairs resulting from damages caused to its facilities, buildings, carpets, equipment, and elements of the dividing or decorating system.

The exact cost of repair and/or replacement will be determined by the Management of Cancun Center. In the case of damages to the facilities, buildings, or infrastructure of Cancun Center,

ISAPS will, in common agreement with the Exhibitor, determine the corresponding value to be billed for the damage.

## 10. LIABILITY AND INSURANCE

Neither ISAPS, Cancun Center, nor their officers, agents, employees, or other representatives shall be held liable for, and they are hereby released from any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its visitors, officers, agents, employees or other representatives, resulting from Exhibitor's participation in the Congress.

The Exhibitor shall indemnify, defend, and hold harmless ISAPS, the Cancun Center and their respective owners, directors, officers, employees, agents and representatives, from, any claims, demands, suits, liability damages, loss, costs, attorney's fees, and expenses of any kind which might result or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees, or other representatives.

Neither ISAPS or Cancun Center shall be responsible for the security of Exhibitor's products, proprietary software or hardware information. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability.

Neither ISAPS or the Cancun Center take any responsibility for any damages or accidents caused by exhibition stands. The exhibitor and its stand building company must take out a civil liability policy to cover damages for personal and property damages for the duration of the entire time of the exhibition including the time allotted for setting up and dismantling.

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and his stand building company. Advertising/promoting a specific product does not mean acceptance by ISAPS, the Organising Secretariat and it is the full responsibility of the Exhibitor that it is in accordance with the local restrictions, where applicable and will not be permitted outside the exhibition area.

Booth Security - From the moment the stand is handed over to the exhibitor, the exhibitor assumes responsibility for its image and for everything within the booth. The venue provides support in security with surveillance and supervisory personnel but DOES NOT ASSUME ANY RESPONSIBILITY for the damage or loss of equipment or items inside the booth neither does ISAPS. It is recommended to immediately inform the security department if you observe suspicious individuals during the opening and closing of the commercial exhibition sessions.

## 11. OTHER INFORMATION

### EXHIBITORS PHOTO AND VIDEO POLICY AT ISAPS WORLD CONGRESS

This policy covers what type of photo and video capturing is and isn't allowed during ISAPS World Congress. When we refer to "content" that includes, without limitation, videos, clips, photographs, audio recordings, text, graphics, logos, icons, images and software made available to the attendee during the Events. No photography or videography is permitted in public areas on site, including stands, except ISAPS own photographer. Registered personnel are at liberty to take their own photographs or videos of their stand and stand personnel, but not of delegates of the event unless explicit consent about how the images are going to be used. Attendees are asked not to photograph, record, film, or use mobile phones to capture

images of presentations during the meeting and on the e-poster areas. It's absolutely forbidden to take images of patients during a lecture, when they are on the stage or even when there are photos of patients on a slide in a presentation. This includes taking photos or recording an event that is being livestreamed. In any case, videos or photographs should show delegates with an orange lanyard since they are the ones that have explicitly requested not to be recorded/photos taken. Absolutely no external photographers / videographers permitted on site at the meeting except where explicitly organised by or through ISAPS any exceptions by advance explicit arrangement for specific activities. Video of sponsors own sessions may be undertaken by registered staff personnel only, and only with previous consent from the speaker. When explicitly agreed by ISAPS, sponsors may record the sessions they have sponsored: recordings are only allowed of the stage (no delegates) from the sides or back of the room for the first five minutes of the session. No filming or photography may impede the ingress or egress of a room. Under no circumstances are tripods, lights and elaborate set ups permitted at the ISAPS Olympiad World Congress venue. Flash photography is prohibited inside venues. It is not permitted to take photos or shoot video where it is unsafe or disruptive such as in doorways, re exits, expo floor aisles, hallways, sidewalks, etc. Not complying with a request to move or stop capturing content could result in your removal. Video and/or audio recording of any online event content is prohibited.

### **SMOKING AND VAPING POLICY**

It is strictly forbidden to smoke inside the Congress Center at any time. The restriction applies to all types of electronic cigarettes which are forbidden in Singapore.

### **CHILDREN AND ANIMALS**

Children under the age of eighteen cannot enter Cancun Center. Animals, with the exception of registered guide dogs, cannot be brought into the Cancun Center at any time.

### **LEAD RETRIEVAL**

If you wish to book a lead retrieval device for the ISAPS World Congress 2026, Cancun, please contact [industryrelations@isaps.org](mailto:industryrelations@isaps.org)

## **12. RULES OF COEXISTENCE**

To ensure fairness, healthy competition, and equal conditions for all exhibitors, the following rules have been established:

Inappropriate or inconvenient. Acts that can be categorized by ISAPS as political or religious intervention, participation, or proselytism, whether national or foreign, are strictly prohibited.

Exhibitors are not allowed to distribute samples, printed materials, advertisements, etc., outside the designated exhibition area. ISAPS must pre-approve such activities.

Demonstrations that are noisy or scandalous, the use of loudspeakers for propaganda, or any systems to attract attention that may disturb other exhibitors or visitors to the exhibition are strictly prohibited.

It is forbidden to place signs or objects that protrude beyond the limits of the rented exhibition area. It is also prohibited to place, stick, paint, etc., advertisements in locations other than their exhibition area. Such activities must be pre-approved by ISAPS.

The Exhibitor must refrain from requesting, installing, or using electrical connections and/or telephone lines in the rented area or physical space, or any other area of the exhibition, without prior written authorization from ISAPS.

Abstain from storing or manipulating liquids and/or flammable, oxidizing, fuels, combustibles, explosives, toxic materials (gasoline, diesel, coal, alcohols, pesticides, ethers, industrial detergents, butanol, oils, etc.); cylinders with compressed substances or fluids (gas, oxygen, nitrogen, helium, air, etc.)

Smoking in enclosed spaces is prohibited.

Selling alcoholic beverages is strictly prohibited.

### 13. CODE OF CONDUCT

Please view ISAPS Code of Conduct [here](#).

### 14. TERMS AND CONDITIONS

Please view the General Terms and Conditions of the ISAPS World Congress 2026, Cancun [here](#).