

## Exhibition guidelines

# XXV FIGO World Congress of Gynecology and Obstetrics

5 – 9 October 2025

Cape Town International Convention Centre, Cape Town, South Africa

## Contents

<b>Exhibition booth .....</b>	<b>3</b>
Furnished booths .....	3
Publisher booths .....	3
Non-profit booths .....	3
Space-only booths .....	4
Cleaning Services .....	5
<b>Guidelines for exhibitors .....</b>	<b>5</b>
Legal requirements and guidelines .....	5
Prohibition of promotion .....	7
Security and insurance .....	8
Liability .....	8
Local and site regulations .....	9
Waste removal .....	9

## Exhibition booth

The exhibition will be located in Hall 1- 4B on level 0 of CTICC 1.

### Furnished booths

All booths will be furnished in proportion to their size. Each fully equipped booth includes:

- Walls
- Lights
- Electrical socket
- Electricity 2KW
- Carpeting
- Counter (with logo)
- 1 Stool
- 1 Bin
- Fascia board with company name
- 1 Table
- 2 Chairs

You can order additional furniture and exhibition services options for your booth via [CTICC services order form](#).

### Publisher booths

Each publisher booth includes:

- Walls
- Lights
- Carpet
- Fascia board with company name
- Electrical socket
- Electricity 1KW
- 1 Table
- 2 Chairs

You can order additional furniture and exhibition services options for your booth via [CTICC services order form](#).

### Non-profit booths

Each non-profit booth includes:

- 1 Table
- 2 Chairs
- Electrical socket
- Electricity 1KW

You can order additional furniture and exhibition services options for your booth via [CTICC services order form](#).

## Space-only booths

Your stand will not come with any electrics, carpet or walling. It is your responsibility to order these in advance. You can order components via [CTICC services order form](#) to furnish your booth, such as:

- Carpet
- Furniture
- Lights
- Additional panels
- Digital printing
- AV and IT

Space-only booth plans have to be validated and must be sent to [figo.sponex@mci-agency.com](mailto:figo.sponex@mci-agency.com) before **Monday 10 July 2025**. The technical department will approve space-only booths according to the following criteria. Please feel free to forward this manual to your suppliers for their information.

- The maximum height for stands is 2.90m (for any part of any stand, including flooring). Under no circumstance can exhibitors build structures taller than this height.
- The use and branding of rented space may not exceed the rented surface and space in three dimensions. The height limitation as communicated above must be respected both for physical and visual devices (e.g. gobos, etc.).
- All equipment, fittings and materials are subject to inspection by the CTICC. For more information, please contact [confexquotes@cticc.co.za](mailto:confexquotes@cticc.co.za)
- The minimum aisle space applicable to all exhibitions is 3 m. Should any item or structure be placed in or intrude upon designated aisle space, the CTICC could request its removal or simply remove the item.
- Exhibitors are requested to use a transparent stand construction that does not block the view of other stands.
- Rigging and suspensions of any kind are *not* permitted.
- Rooves are *not* permitted.
- Sign projection is *not* permitted.

- Sign height may not exceed 2.90m.
- The maximum floor weight is 1500kg/m<sup>2</sup> in Exhibition Hall 1 and 4
- The maximum floor weight is 1500kg/m<sup>2</sup> in Exhibition Hall 2 and 3
- Only one level stands will be permitted.
- The use and branding of rented space may not exceed the rented surface and space in three dimensions. The height limitation as communicated above must be respected both for physical and visual devices (e.g. gobos, etc.). To maintain an open exhibition area, the exhibitors are requested to maintain sides of stands, adjacent to aisles, open.
- To comply with the security regulations of the Congress venue and to allow smooth delegate traffic throughout the exhibition areas, walls erected on the open sides of a stand cannot exceed 65% of the total length of the stand, i.e. the line of sight through the stand must be possible from aisle to aisle for at least 35% of the stand width when viewed from each open side.
- Individual booth decoration is at the responsibility of the exhibitor (even if the exhibitor uses an external supplier or servicer) and must be decorated in accordance to the rules outlined in the Exhibitor Manual.
- It is under the exhibiting company's responsibility to build its own adjacent wall. Plans of all Space Only stands must be submitted to [figo.sponex@mci-agency.com](mailto:figo.sponex@mci-agency.com) by Monday 10 July 2025 at the latest for approval.
- It is prohibited to have any of the following involved in your stand: works involving smoke, water, compressed air ducts, electric or telephone circuits, water or waste pipes, elevators, lifts and pipelines, drilling of holes for posting or sealing, removal of doors or aerials etc.
- Repair of damages subsequent to the non-observance of the above will be entirely at the exhibitor's expense.
- Please consult [CTICC Exhibitor Stands Manual](#) and [CTICC Operations Information](#)

## Cleaning Services

Cape Town International Convention Centre will conduct a daily cleaning of communal areas. If you require a daily clean of your exhibition booth, please order this service via [CTICC stand cleaning order form](#).

## Guidelines for exhibitors

### Legal requirements and guidelines

Exhibition space invoices must be paid by the due date indicated on the invoice. In case of late payment, the organisers reserve the right to resell the space. Full

payment of exhibition invoices is required prior to build-up of the exhibition. Exhibitors with outstanding payments may not be allowed to build their stands.

The organisers reserve the right to allocate an exhibitor to a new location within the exhibition area in case of a change in size of the reserved exhibition space.

While every effort is made to preserve the published layout of the exhibition, the organisers shall be entitled to vary the layout if this is in the general interest of the exhibition.

Exhibitors are not allowed to share with others any booth space allotted to them without prior written consent from FIGO or MCI Suisse SA on behalf of FIGO.

Exhibitors shall not sub-let the whole or any part of the stand allotted to them without the written consent of FIGO or MCI Suisse SA on behalf of FIGO.

No one under the age of eighteen (18) will be permitted in the exhibition hall during build-up or dismantling.

No laser shows will be allowed at this event.

Nothing may impede the free flow of delegates in the aisles, i.e. nothing may be built in the aisles, nor may furniture or equipment stand in the aisle space.

Exhibitors will be required to ensure that their stands are manned during the opening hours of the exhibition and must not dismantle their stands before the published closing time.

Give-aways and printed material may only be distributed in the space rented by the exhibitor in the exhibition hall, in hospitality suites, or at satellite symposia. No such material may be distributed in any other areas of the Congress venue or hotel used by the meeting without written permission. Product identification is permitted on give-aways. Contests, lotteries and raffles are subject to approval by the organisers.

“Meet the expert” sessions or press briefings at the stand are not allowed during the official scientific programme. Activities during breaks are accepted as long as they do not disturb the other exhibitors. When designing their stand layout, exhibitors must ensure that the planned activities and the participating audience do not go beyond the boundaries of the stand, i.e. the audience must not stand in the aisles. This is for security reasons and fairness over the neighbouring booths. A request to hold such sessions must be submitted to the organisers (FIGO or MCI on behalf of FIGO) for approval. Stand activities such as quizzes, contests, etc. can take place throughout the exhibition opening hours only. If a pre-approved activity is deemed to be a nuisance to other exhibitors during the Congress, the organisers may decide to stop it at any point. Stand activities must not compete with any of the partnership opportunities proposed by FIGO (e.g. flash symposium).

Social events may not be arranged for delegates during the scientific programme (including the satellite symposia), or during the opening ceremony. Transportation to social events may not depart during the official programme (including the satellite symposia).

Exhibitors may not use audible electronic, mechanical apparatus, or open audio systems which may be heard outside the exhibitor's assigned space. The organisers reserve the right to require any exhibitor to discontinue any activity that may cause annoyance or interference with others.

The acceptance of a product or service for the exhibition does not in any manner constitute an endorsement by the organisers. Each exhibitor and/or sponsor is responsible for the material and information they make available at Congress. Exhibitors and sponsors should only present material and information which has been approved by their legal departments and which is in compliance with the legislation of the host country of the FIGO Congress.

It is the responsibility of the exhibitors and sponsors to address these issues and any conflicts arising from such matters directly among themselves as the organisers will not arbitrate in any way legal issues of this nature. The International Pharmaceutical Congress Advisory Association's (IPCAA) Code of Conduct, Medical Congress Guidelines and Housing Guidelines should also be adopted.

Please make sure that you consult the Code of Conduct in application which may be found here: <https://www.efpia.eu/relationships-code/the-efpia-code>

## **Prohibition of promotion**

Sponsors commit not to promote any of the topics described below during their participation to the Event, including but not limited to when in the confines of a booth, during a symposium, or while engaging in any way with event attendees.

FIGO only accepts sponsorship, donations or gifts from organisations that promote therapies, procedures, surgeries and technologies which are judged by FIGO to have scientific basis or justification, established medical indication or benefit, health benefit to women or girls, and that are not in contravention to existing organisational policy. Prohibitions include but are not limited to the non-medical use of techniques and technologies for cosmetic surgery. If an organisation wishes to promote cosmetic surgery at a FIGO event (including the Event), they must obtain approval from the FIGO Secretariat prior to entering into contract.

FIGO only accepts sponsorship, grants, donations or gifts from organisations that participate in practices which are judged by FIGO to appropriately promote breast-milk substitute products, and that do not idealise the use of breast milk substitutes (as set out in the World Health Organization International Code of Marketing of Breast-milk Substitutes).

FIGO only accepts sponsorship, grants, donations or gifts from organisations which are judged by FIGO to provide appropriate counselling with any genetic testing that is promoted to the public or patients.

## **Security and insurance**

The organisers and the Congress Centre will not be held responsible for any loss or damage to exhibitors' goods and exhibitors are reminded that they should take out their own All Risks insurance to cover for this.

The exhibitor shall be liable for personal injury and damage to property caused by himself, his agent or by his equipment and activities. No responsibility can be accepted by the organiser or the Congress Centre for injury, loss of life or damage to property.

All exhibited articles and decorative material shall be the exhibitor's responsibility and the Exhibitor shall take due diligence in the protection of his goods and exhibits, all easily transportable items of value must be securely stored when the stands are unattended.

All exhibitors are strongly encouraged to have Public/General Liability insurance adapted to the value of their stand and stand exhibited materials. All risks cover against damage and theft to the exhibitor's own property, and to property rented/leased by the exhibitor, shall also be arranged by each exhibitor. Cover should also be arranged for injury to exhibitors own employees, where applicable. Exhibitors shall ensure that any subcontractors or third parties engaged by them have similar insurances in place. It is the responsibility of each exhibitor to ensure that they have the required insurance policies in place. Neither the organiser nor the Congress Centre can be held liable for exhibitor's property (personal and/or company property) even in the case of theft.

The organiser and the Congress Centre disclaim all responsibility for damage done to exhibited articles, exhibition materials, etc. and injury caused by stoppage of electric current and water supply, floods, etc. The organiser is only responsible for fault or neglect on the part of the organiser's permanent staff. Written proof of insurance policies will not be formally requested but it is recommended to always have it available during the Congress.

## **Liability**

MCI Suisse SA and the venue, Cape Town International Convention Centre (CTICC) cannot accept responsibility for damage caused by an exhibitor nor for loss sustained by an exhibitor. Exhibitors or their agents must not damage or deface the exhibition facility or the booths and equipment of other exhibitors. When such damage occurs, the exhibitor is solely responsible and is liable to the owner of the



property. Exhibitors must make provision for the safeguarding of their goods, materials, equipment, and displays at all times

### **Local and site regulations**

The use of safety shoes, helmet and high visibility jacket is mandatory in the working areas during set-up and dismantling. It is the responsibility of the exhibitor to ensure that his contractor, employees, displays and exhibits comply with the latest legislation regarding Health and Safety at Work regulation. All exhibitors are encouraged to review the complete [CTICC Induction Manual](#) for detailed guidelines.

### **Waste removal**

The organisers will arrange daily cleaning of the aisles outside the exhibition's opening hours. Rubbish in waste bins will be emptied after exhibition hours. However, responsibility for cleaning individual exhibits rests with the exhibitor.

During the build-up and dismantling periods, the exhibitor and/or their stand contractor is responsible for removing any waste. Any materials left behind in the stand or exhibition hall after these periods will result in a fine, which will be charged directly to the exhibitor.