ISUOG WORLD CONGRESS 2025:
ONSITE EXHIBITOR LOGISTICS SCHEDULE

Name of event: 35th World Congress on Ultrasound in Obstetrics and Gynecology

Date of event: 14 – 17 September, with pre-Congress courses on 13 September

Location: CANCUN CENTER
Address: Blvd. Kukulkán Km. 9,Punta Cancun, Zona Hotelera, 77500 Cancún, Quintana Roo, México

➢ MAIN EVENT CONTACTS

Name	Role	Mobile phone no.	Email address
Saskia Dean	ISUOG Senior Events Manager	+44 754 391 3104	sdean@isuog.org
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Estefania Duvignau	Cancun Center, Customer Service Executive	+52 998 340 1876	eduvignau@cancuncenter.com
Grecia Solis	Standex, Sales Executive	+52 744 270 8466	gsolis@standex.com.mx

➢ PRE-EVENT DELIVERIES AND SHIPMENTS

Shipments of boxes/pallets to the venue can be made within the 7 days leading up to the event for no fee and will be stored by the Cancun Center. Please complete **this form** and email it to Monica and Estefania (contact details above) if you intend to send advanced deliveries. **NO direct deliveries are permitted to the venue without prior notification.**

If deliveries are received more than 7 days in advance, the sponsor/exhibitor will be charged for storage at a rate of **14 USD per day**.

➢ LOADING AND UNLOADING ONSITE

Access to the Cancun Center **loading/unloading bays** can be found at the back of the venue, beside the Aloft Hotel entrance. The exact location of these two bays can be found **here**.

It is NOT possible to drive any vehicle directly into the exhibition hall.

The loading/unloading bays feed directly into the Cancun Center exhibition hall, and the use of these areas is exclusively for this purpose. It is **forbidden** to remain parked in these loading/unloading bays and all vehicles must keep their engine off while loading/unloading.

Sponsors/exhibitors and their contractors will be given **strict delivery/collection time slots**, which are listed in the schedule below, to avoid delays and reduce traffic. **Those who exceed their allotted delivery/collection time slot will be charged a penalty by ISUOG.**

Parking: there is a small carpark outside the Cancun Center with limited spaces which **CANNOT** be used by trucks/lorries/any vehicles for overnight parking. Lorries and other delivery vehicles must find/arrange their own parking *away* from the venue if they need to remain parked in Cancun for the duration of the event.

➢ HOSPTALITY SUITES

Hospitality Suite hire covers the use of the room for 1 build day and 4 live days, plus basic furniture if required. 1 additional build day may be arranged/purchased through ISUOG.

Sponsors/exhibitors will be responsible for arranging any technical and audio-visual set-up, networking (WiFi), enhanced furnishing, catering, etc. Some ancillary services are fixed to the venue; sponsors/exhibitors must order these via the relevant forms/contacts in the technical manual.

Sponsors/exhibitors who require basic furniture (included in the room hire) to be set up should contact the Cancun Center directly to confirm the quantities of each item they would like to use.

***PLEASE NOTE**: Sponsors/exhibitors must **not** to enter the Hospitality Suites of other companies.*

Access to Hospitality Suites:

The venue does **not** have individual keys/keycards for hospitality suites. Security will manually open and close the rooms each morning/evening as per the access hours below:

- Set-up days: 08:00 – 22:00 (13 Sept included in room hire, 12 Sept must be purchased if needed).
- Live event:

14-Sep	15-Sep	16-Sep	17-Sep
07:30-17:30	07:30-17:35	07:30-17:35	07:30-17:00*

**Breakdown may begin earlier if required, but noise must be kept to a minimum until 17:00 and this must not obstruct any common pathways as delegates will still be in the building until 18:00 after the closing drinks.*

Summary of room usage:

COMPANY	ROOM	SET UP DAYS	ROOM NAME
SonoScape	Auditorium, Ground floor	Fri 12 & Sat 13 Sept	SonoScape SonoElite Club
Samsung	Coba, Floor 2	Fri 12 & Sat 13 Sept	Samsung theSUITE Lounge
Philips	Costa Maya, Floor 1	Sat 13 Sept only	Philips Hospitality Suite
Samsung	Isla Mujeres, Floor 2	Sat 13 Sept only	Samsung Hospitality Suite (theSUITE Sessions)
GE HealthCare	Xcaret, Floor 2	Fri 12 & Sat 13 Sept	Voluson™ Club Lounge
GE HealthCare	Terrace, Floor 2	Sat 13 Sept only	n/a

All exhibitors with hospitality suites have already been contacted about signage outside these rooms. If there are any questions or concerns, please reach out to congress@isuog.org.

➢ SUPPORT AND ANCILLARY SERVICES

Standex: a table will be available during set-up hours in the exhibition hall on 12 and 13 September for all enquiries relating to Standex such as shell scheme set-up, additional enhanced furniture requirements, graphics, etc.

Cancun Center: a service desk will be available from 9:00 to 18:00 on 12-17 September, located on the first-floor offices of the Cancun Center, for exhibitors who need additional services such as internet, furniture, or catering, that were not booked in advance.

The Cancun Center has 24-hour security personnel and CCTV cameras. It is at the exhibitor's risk if they choose to leave valuable items on their stand overnight. In addition, exhibitors may consider hiring a lockable counter from Standex if they intend to leave valuable items on their stand overnight.

➢ ONSITE LOGISTICS SCHEDULE – DAY BY DAY

THURSDAY 11 SEPTEMBER EXHIBITION/VENUE PREPARATION	
08:00 – 22:00	***No sponsors or exhibitors are permitted to arrive at the venue to unload or begin building on this date.*** **STANDEX** to: - unload and begin building ISUOG registration desks/cloakroom and ISUOG stand, then start Volutracer OPUS stand - mark out exhibition floorplan - begin constructing all confirmed shell scheme booths, which will include the following: • 1 x fascia header (per open side) • 1 x waste basket • 2 x spotlight • 1 x power outlet (double socket, 110v) • 6m2 booth furniture: **2** x chairs, **1** x table • 9m2 booth furniture: **4** x chairs, **2** x tables

FRIDAY 12 SEPTEMBER EXHIBITION HARD BUILD		
08:00 – 22:00	**STANDEX** to complete shell scheme build, ISUOG booth and Volutracer OPUS stand.	
From 08:00	**LOADING BAY 1**	**LOADING BAY 2**
08:00 – 08:45	**SonoScape** (Z-plus) to arrive at BAY 1, unload and remove vehicle, to begin building stand and SonoElite Club in Auditorium, ground floor (extra set-up day purchased)	
08:30 – 09:15		**GEHC** (Grupo Omega/Derse) to unload at BAY 2 and remove vehicle, to begin build in **Xcaret, floor 2 *only*** (extra set-up day purchased)

		*GEHC strictly **not** permitted access to Terrace to begin build until Sat 13 Sept. Stand will not be ready to dress/complete until 13 Sept.*
09:00 – 09:45	**SAMSUNG** (TODOT/Sist Expo) to unload at BAY 1 and remove vehicle, to begin build in **Coba, floor 2 *only*** (extra set-up day purchased) *Samsung strictly **not** permitted access to Isla Mujeres to begin set-up until Sat 13 Sept. Shell scheme will not be ready to dress/complete until 13 Sept.*	
09:30 – 10:15		**PHILIPS** (Gjano) to unload at ANY BAY and remove vehicle, then dress shell scheme stand and begin build in hospitality suite – Costa Maya A, floor 1.
10:00 – 10:45	**Mindray** (YOODON MESSE) to unload at BAY 1 and remove vehicle from BAY 1. Then to begin stand build	
10:30 – 11:15		**Esaote** (Graphimex) to unload at BAY 2 and remove vehicle from BAY 2. Then to begin stand build
11:00 – 11:45	**Johnson & Johnson** (Yoyka Producciones 360) to unload at BAY 1 and remove vehicle from BAY 1. Then to begin stand build	
11:30 – 12:15		**Canon Medical** (CAS) to unload at BAY 2 and remove vehicle from BAY 2. Then to begin stand build
14:00 – 21:00	**Loading bays available for collection of empties and any additional deliveries required.** **IMPORTANT**: Exhibitors *must* contact **Iona** and/or **Grecia** via WhatsApp to arrange this (contact details at top of document) *before* trucks arrive at venue to confirm whether loading bays are available. Expected arrival times of those who have requested additional delivery/loading slots so far: - Samsung (ultrasound system delivery): 14:00 - Mindray (ultrasound system delivery): 15:00 - GE HealthCare (ultrasound system delivery): 20:30	
22:00	**HARD STOP FOR ALL SPONSORS/EXHIBITORS - BUILDING TO BE VACATED BY 22:00 (STRICT)**	

PLEASE NOTE: Congress complimentary catering will **not** be provided on Friday 12 September. However, there are several cafes/restaurants in the vicinity.

SATURDAY 13 SEPTEMBER
EXHIBITION SOFT BUILD & PRE-CONGRESS COURSES

From 08:00	**GEHC** to begin set up of terrace (floor 2) **SAMSUNG** to begin set up of Isla Mujeres (floor 2) **PLEASE NOTE: Pre-Congress courses** will be taking place in Cozumel A and B on this date. Exhibitors must ensure corridors and common areas on floor 2 are kept clean and tidy between 8am and 6pm, to ensure delegate access to these rooms is not obstructed. Any Congress catering provided on this date is for Pre-Congress course delegates *only*.
09:00 – 09:45	**SAMSUNG** (DSV) to unload ultrasound machines at ANY BAY and remove vehicle. ETA to collect empties: 14:00
From 09:00	Access via **front entrance** for all remaining exhibitors to complete and dress stands: **Beia Technology, BrightHeart, Canyon Medical, Diagnoly, Gynaia, Medicina Fetal México, Natera, Northh Medical, Parker Labs, Philips, Prosesa Médica, Tristel Solutions Ltd, Zero Gravity, emerging exhibitors/social enterprises** **IMPORTANT:** Exhibitors *must* contact **Iona** and/or **Grecia** via WhatsApp (contact details at top of document) to arrange any additional required delivery slots at the loading bays *before* trucks arrive at venue, to confirm whether loading bays are available. **GEHC**, **Philips**, **Samsung** & **SonoScape** to complete set-up of Hospitality Suites: • **GEHC**: Xcaret, level 2 (Grupo Omega/Derse, plans approved) • **Samsung**: Coba and Isla Mujeres, level 2 (TODOT/Sist Expo building structures in both rooms, Cancun Center providing theatre-style furniture in Isla Mujeres, plans approved) • **Philips**: Costa Maya A, level 1 (Gjano, plans approved) • **SonoScape**: Auditorium, ground floor (Z-plus, plans approved)
08:00	**Mindray** to bring ultrasound machine to **Cozumel A** for scan demonstration: [PCC] First trimester detection of fetal abnormalities: part 1 Session start time: 09:00 *Speaker has requested all probes be available for the scan (convex, volumetric, transvaginal volumetric and linear)*
09:00 – 17:00	Official Pre-Congress Course Scientific Program hours
From 10:00	Cancun Center to complete set up of electricity connection for all stands and any *additional* power/networking services ordered for stands and Hospitality Suites
12:00 – 14:00	**Exhibitor badge collection** Bulk badge collection only – badges can be printed individually from self-registration at any time that registration is open, using the confirmation email.
	LeadCapture DEVICE collection - *License-only users do not need to attend the desk to activate their license.* Those who have purchased a device must collect it from the APP SUPPORT desk at registration. Emails will be sent out in the morning with activation codes for all license-only and device & license users. PLEASE NOTE: *LeadCapture licenses/devices were advertised, pre-ordered and paid for by exhibitors in June 2025 - onsite purchases will **not** be possible.*

14:00 – 15:00	**LeadCapture training session** Please gather at the APP SUPPORT desk at registration, where a member of the Cvent team will deliver training on how to use the LeadCapture app. Please note this training is *essential* for both license-only and device & license users and will not be repeated. Cvent/ISUOG cannot guarantee issues will be resolved immediately if they arise during the live event, hence providing this training to fully equip companies ahead of time. PLEASE NOTE: *LeadCapture licenses/devices were advertised, pre-ordered and paid for by exhibitors in June 2025 - onsite purchases will **not** be possible.*
15:00 – 16:00	**SAMSUNG Industry Symposium rehearsal** Gran Cancun A
16:00 – 17:00	**ESAOTE Industry Symposium rehearsal** Gran Cancun B
22:00	**HARD STOP FOR ALL SPONSORS/EXHIBITORS - BUILDING TO BE VACATED BY 22:00 (STRICT)**
18:00 – 23:00	*Trustee & LOC dinner (offsite, invitation only) - sponsors/exhibitors are asked not to arrange any conflicting social events on this evening.*

All displays must be finished, with packing cases/building materials removed by **22:00 on Saturday, 13 September** to enable cleaners to finish their work prior to the opening of the exhibition at **08:00 on Sunday, 14 September.** Please note that there will be NO flexibility or extension to these timings.

It is the responsibility of the exhibitor/contractor to ensure set up/construction of the stand is achievable and completed within the published time frame above.

PLEASE NOTE: Congress complimentary catering will **not** be provided on Saturday 13 September. However, there are several cafes/restaurants in the vicinity.

SUNDAY 14 SEPTEMBER DAY 1 OF LIVE EVENT	
07:30	Hospitality Suites open for access (to note, un-locking is a manual process managed by Cancun Center)
08:00	Exhibition opens
08:30 – 17:30	Official Scientific Program hours
12:50	**Canon** to bring ultrasound machine to **Gran Cancun A** for scan demonstration: [WS] Everything you need to know: keys to evaluating the fetal heart Session start time: 13:50
17:30	- **Welcome reception** starts in Exhibition - ALL exhibitors are asked to be present at their stand for the duration of the event to network with delegates. - Hospitality Suites closed/locked (to note, locking is a manual process managed by Cancun Center). Hospitality Suites may not remain open during the Welcome Reception.
19:00	Welcome Reception ends – exhibition hall cleared and closed

MONDAY 15 SEPTEMBER DAY 2 OF LIVE EVENT	
07:30	Hospitality Suites open for access (to note, un-locking is a manual process managed by Cancun Center)

08:00	Exhibition opens
08:30 – 17:35	Official Scientific Program hours
10:30	**Samsung** to bring ultrasound machine to **Gran Cancun A** for scan demonstration: [WS] Expanding the basic scan: neurosonography in axial planes Session start time: 11:30
13:10	**SonoScape** to bring ultrasound machine to **Gran Cancun A** for scan demonstration: [WS] Machines, humans & ethics: where are we headed? Session start time: 14:10
15:30	**Mindray** to bring ultrasound machine to **Gran Cancun A** for scan demonstration: [WS] Caring for women with pelvic pain Session start time: 16:25
17:35	Exhibition closes Hospitality Suites closed/locked (to note, locking is a manual process managed by Cancun Center)

TUESDAY 16 SEPTEMBER DAY 3 OF LIVE EVENT	
07:30	Hospitality Suites open for access (to note, un-locking is a manual process managed by Cancun Center)
08:00	Exhibition opens
08:30 – 17:35	Official Scientific Program hours
07:30	**SonoScape** to bring ultrasound machine to **Gran Cancun A** for scan demonstration: [MC] The fetal midbrain-hindbrain: integrating imaging, pathology and genetics to decipher the mysteries of cerebellar anomalies Session start time: 08:30
10:30	**Samsung** to bring ultrasound machine to **Gran Cancun A** for scan demonstration: [WS] Decoding the fetal heart Session start time: 11:30
11:30 – 12:30	**Exhibition meet & greet with the ISUOG President and CEO** Exhibitors must ensure at least 1 staff member is on their stand during this hour.
17:35	Exhibition closes Hospitality Suites closed/locked (to note, locking is a manual process managed by Cancun Center)
18:00 – 00:00	*Congress party (offsite, ticket holders only) - sponsors/exhibitors are asked not to arrange any conflicting social events on this evening, but may purchase tickets to this event, subject to availability.*

WEDNESDAY 17 SEPTEMBER DAY 4 OF LIVE EVENT

07:30	Hospitality Suites open for access (to note, un-locking is a manual process managed by Cancun Center)	
08:00	Exhibition opens	
08:30 – 17:30	Official Scientific Program hours	
08:30	**Industry round table meeting** in **Contoy** (committee room, floor 2) We ask that at least 1, max 2 representatives from each exhibiting company attend this meeting to provide feedback.	
From 14:30	**Exhibition and Hospitality Suite breakdown and re-loading of trucks** *Dismantling in exhibition hall before 14:30 is strictly **not** permitted.* **IMPORTANT**: If any trucks need to return before these slots to deliver empties for packing, this must be arranged with Iona and/or Grecia via WhatsApp **before** trucks arrive (see contact details at top of document).	
	LOADING BAY 1	**LOADING BAY 2**
16:00 – 16:45	**Canon Medical** (CAS) to load at BAY 1 Materials from Booth, floor 0	
16:30 – 17:15		**Samsung** (DSV) to deliver empties for packing booth materials (ultrasound machines)
17:00 – 17:45	**Esaote** (Graphimex) to load at BAY 1 Materials from Booth, floor 0	
17:30 – 18:15		**Mindray** (YOODON MESSE) to load at BAY 2 Materials from Booth, floor 0
18:00 – 18:45	**Johnson & Johnson** (Yoyka Producciones 360) to load at BAY 1 Materials from Booth, floor 0	
18:30 – 19:15		**Philips** (Gjano) to load at BAY 2 Materials from 1 Hospitality Suite, floor 1
19:00 – 19:45	**SonoScape** (Z-plus) to load at BAY 1 Materials from Booth and 1 Hospitality Suite, floor 0	
19:30 – 20:15		**GEHC** (Grupo Omega/Derse) to load at BAY 2 Materials from 1 Hospitality Suite and terrace, floor 2
20:00 – 20:45	**Samsung** (TODOT/Sist Expo) to load at BAY 1 Materials from 2 Hospitality Suites, floor 2	**Samsung** (DSV) to load at BAY 2 Materials from stand (Ultrasound systems)
22:00	**Exhibition hall to be cleared of all exhibits and waste - building to be vacated by 22:00 (strict)**	

EXHIBITION BREAKDOWN: **14:30 to 22:00 on Wednesday 17 September**.

Breakdown must not start before 14:30 on Wednesday 17 September as this poses a health and safety risk to delegates. The Cancun Center must be vacated by no later than 22:00.

No waste should be left in the Exhibition Hall after the event. Exhibitors who leave stand materials behind or do not make an effort to remove everything from the Exhibition Hall during breakdown will be invoiced for this by the venue as per the below costs:

- Waste from shell schemes: $83.33 USD
- Waste from stands larger than $9m^2$: $95.00 USD

All sponsors/exhibitors who wish to pre-arrange waste removal or extra cleaning of their stand during the congress must do so by submitting the relevant forms in the technical manual to the Cancun Center. This will also be charged at the above rates.

Once the breakdown is over, neither the Cancun Center nor ISUOG will be held responsible for the safekeeping or storage of any items left in the venue. If the Cancun Center has to arrange removal of any items, the Cancun Center reserves the right to destroy or remove items and to charge this to the sponsor/exhibitor. Any damage detected in space used by a sponsor/exhibitor will be made known to the sponsor/exhibitor and the appropriate measures will be taken by ISUOG or the Cancun Center to charge costs to the sponsor/exhibitor.

FOR ALL OTHER INFORMATION AND DETAILS, please refer to the technical manual.