



21st World Congress of Endoscopic Surgery  
17th Asia-Pacific Congress of ELSA 

REVOLUTIONISING ENDO-LAP SURGERY

4 - 8 Nov **2025** • SUNTEC **SINGAPORE**

# EXHIBITOR MANUAL





21st World Congress of Endoscopic Surgery  
17th Asia-Pacific Congress of ELSA

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## 1. IMPORTANT DATES AND DEADLINES

30 June 2025	Distribution of WCES 2025 exhibitor dashboard login details
30 September 2025	Deadline to submit company logo and description for directories ( <a href="#">Section 9</a> , WCES 2025 exhibitor dashboard)
6 October 2025	Deadline to submit Stand Services Order Form – Advanced Rate ( <a href="#">Section 8</a> , Cityneon Events Pte Ltd)
15 October 2025	Deadline to submit the Freight Handling, Shipments, And Storage information form ( <a href="#">section 12</a> , R.E. Rogers (Malaysia) Sdn. Bhd.)
26 - 30 October 2025	Deadline To Submit Exhibitor Services And Venue Order ( <a href="#">Section 13</a> , Suntec Singapore)
5 November 2025	Exhibition build-up
6-8 November 2025	Exhibition open
8 November 2025	Exhibition dismantling





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## 2. WCES 2025 EXHIBITOR DASHBOARD

The WCES 2025 Congress Secretariat will provide each exhibiting organisation with login credentials for the **WCES 2025 Exhibitor Dashboard**. These details will be sent via email to the primary booking contact by **30 June 2025**. Through the Exhibitor Dashboard, organisations will be able to enter and update their organisational information, as well as order additional exhibition-only passes. It will also be possible to upload or amend the company description and logo artwork, as outlined in *Section 10*. The most recent version of this manual, along with other relevant documentation, will also be available via the dashboard.

You may also log in:

## 3. SUPPORT CONTACTS

### **WCES 2025 Congress Secretariat:** **Anderes Fourdy Events Sdn Bhd (AFE)**

Ms. Moh Jing Yi  
Contact: +6011 1630 1491  
Email: [contact@wces2025.com](mailto:contact@wces2025.com)

### **Exhibitor Contractor / Exhibitor Services:** **Cityneon Events Pte Ltd.**

Ms. Siew Huishan  
Contact: +6571 6428  
Email: [huishan.siew@neonglobal.com](mailto:huishan.siew@neonglobal.com)

### **Freight Forwarding and Materials Handler:** **R.E. Rogers (Malaysia) Sdn. Bhd.**

Mr. Hafiz / Ms. Faith  
Contact: +603-5510 8611 / +65 6846 0055  
Email: [hafizzudin@rogers-asia.com](mailto:hafizzudin@rogers-asia.com) / [faith@rogers-asia.com](mailto:faith@rogers-asia.com)

This congress involves coordination with the venue, SUNTEC Singapore, for matters related to move-in, booth construction, and move-out. Whether you appoint the Official Congress Exhibition Contractor (Cityneon Events Pte Ltd.), the Official Congress Customs and Freight Forwarder (R.E. Rogers (Malaysia) Sdn. Bhd.), or engage your own booth contractors or freight forwarders, **all coordination MUST be carried out through the Congress Secretariat (AFE), Cityneon, or R.E. Rogers.**

If you have any questions or uncertainties, please contact the congress organisers at [contact@wces2025.com](mailto:contact@wces2025.com) for clarification.



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## 4. EXHIBITION INFORMATION & TIMETABLE

### Exhibition Venue

- Level 4 (Halls 405), Suntec Singapore Convention & Exhibition Centre
- **Address:** 1 Raffles Boulevard Singapore 039593.
- **Level 4 Loading Bay Access:** From 5 November, 7:00 AM to 8 November, 10:00 PM

### Exhibition Schedule

Date	Time	Access	Personnel
Exhibition Build-up/Move-in			
05 November 2025 Wednesday	07:00 - 12:00	<ul style="list-style-type: none"><li>Exhibition Booth Mark Out</li><li>Build-up: Shell Scheme Booth</li><li>Build-up: Raw Space (Custom- built Booths)</li></ul>	<ul style="list-style-type: none"><li>Official congress exhibition contractor</li></ul>
	12:00 - 22:00	<ul style="list-style-type: none"><li>Build-up: Shell Scheme Booth</li><li>Build-up: Raw Space (Custom- built Booths)</li></ul>	<ul style="list-style-type: none"><li>Official Congress exhibition contractor</li><li>Exhibitor’s exhibition contractor</li></ul>
	18:00 - 22:00	Exhibitors Move-In for booth decoration.	Exhibitors
Exhibition Day			
06 November 2025 Thursday	07:00 - 08:30	Exhibitors Move-In for booth decoration.	Exhibitors
	08:30 - 18:00	Exhibition area opening hours	
	18:30 - 19:30	Welcome Reception	
07 November 2025 Friday	08:30 - 18:00	Exhibition area opening hours (Exhibitors have access 30 mins prior to official opening hours)	
08 November 2025 Saturday	08:30 - 15:00	Exhibition area opening hours (Exhibitors have access 30 mins prior to official opening hours)	
Exhibition Dismantling / Move-out			
08 November 2025 Saturday	16:00 - 22:00	Exhibition dismantling	

*\*The schedule is subject to change at the organizers' discretion.*



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## 5. VENUE AND EXHIBITION HALL PLANS

WCES 2025 will be hosted at SUNTEC, Singapore. Click [here](#) for more information. The WCES 2025 exhibition will be held on Level 4, Hall 405.

### Suntec Singapore Convention & Exhibition Centre



#### Suntec Singapore Convention & Exhibition Centre

1 Raffles Boulevard, Suntec City, Singapore 039593

Suntec Singapore is centrally located in the city within the Central Business District and Marina Bay area, minutes away from the city's entertainment and cultural attractions.

Suntec Singapore also has direct access to more than 5,200 hotel rooms, 1,000 retail

shops, 300 restaurants, 6 museums and a world-class performing arts center, all within walking distance.

### Exhibition Hall information

The maximum building height is 3.9 metres. Perimeter stands located beneath the galleries are restricted to a maximum height of **2.5 metres**. Any structure that is **4 metres or taller** requires a **Professional Engineer (PE) Endorsement** for approval.

**Rigging policy:** No rigging is allowed within the perimeter gallery stands. For general hall rigging, only designated rigging points may be used, and prior approval from Suntec's venue management is required.

#### Floor loading capacity:

- **Level 4 and Level 6 Exhibition Halls:** 17.5 kN/m<sup>2</sup> (~ 1 750 kg/m<sup>2</sup>)
- **Loading/unloading bays:** 10 kN/m<sup>2</sup> (~ 1 000 kg/m<sup>2</sup>)
- **Other areas (Levels 1–3):** 5 kN/m<sup>2</sup> (~ 500 kg/m<sup>2</sup>)

The exhibition hall aisles will not be carpeted.



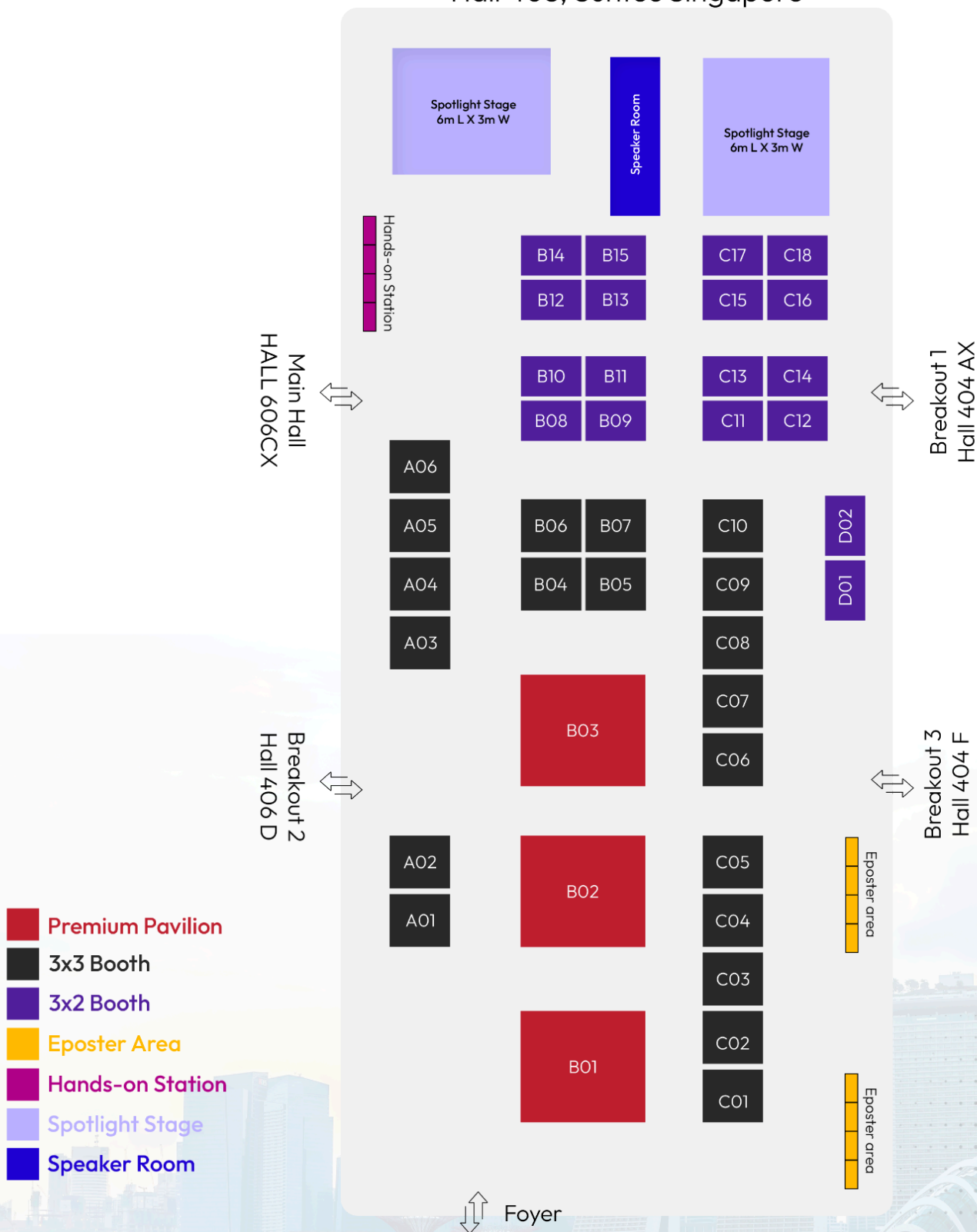


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## 6. Floor Plan for WCES 2025

Hall 405, Suntec Singapore





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## 7. EXHIBITION INGRESS/EGRESS PROCEDURES

### a. Loading Bay Access

Only commercial vehicles such as vans and lorries are permitted into the loading bays. To access the loading



bay, turn in from Nicoll Highway as indicated on the map below:

### b. Loading Bay Clearance

1. At the loading bay gantry, the driver must provide the following for verification and security purposes:
  - A valid ID (i.e. identity card, driver's license, passport)
  - Full name of the event. (WCES 2025)
2. A picture of the vehicle license plate will be taken before entry into the loading bay.

### c. Loading Bay Note

1. There are 2 types of bays at the Loading Area of SUNTEC Singapore.
  - a. Service Lots – for normal cars and vans.
  - b. Loading Bays – for 40 ft containers and large trucks.
2. Overnight parking is not allowed in the Loading Area.
3. SUNTEC Singapore reserves loading bays for goods vehicles such as vans and lorries only.
4. Delivery companies and freight forwarders attempting to enter the loading bays prior or after the licensed period will be declined at the gantry. Drivers who are unable to provide the above documentation will be declined entry.
5. Drivers should note the height safety clearances of Level 4 is FOUR meters when accessing the loading bays.





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6. Vehicles are only permitted to use the bays for loading/unloading activities for a maximum duration of 20 minutes per vehicle. For safety reasons, storage of items is not allowed unless permission is granted in advance.
7. For safety reasons, vehicles are not permitted to park on the spiral or vehicular ramps that lead into the exhibition halls at Levels 4.
8. SUNTEC Singapore allows all delivery and freight forwarding companies using goods vehicles to access loading bays. Large and heavy items that cannot be pushed on a trolley (and require the usage of a forklift or pallet jack) should be moved by an official freight forwarder only.

For more information on **Loading Bay Access**, kindly refer to the following link :

[https://www.evasuntec.com/49734-getting-here/342316-3-3-loading-bay?from\\_search=164732441](https://www.evasuntec.com/49734-getting-here/342316-3-3-loading-bay?from_search=164732441)



For **technical specifications** such as height and width of the loading bay ramps, doors and location of freight doors, please refer to [Technical Guide \[Venue\]](#).

For more information on **loading bay management**, see [Loading Bay Management](#)



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## 8. EXHIBITION SPACE - ORDER FORM

### Shell Scheme Booth

Official Congress Exhibition Contractor will set up the booth based on the basic entitlements for Shell Scheme Booth (each 3m\*3m / each 3m\*2m)

- 1 x unit 750mmHt reception desk.
- 2 x units white folding chair.
- 1 x unit wastepaper basket.
- 2 x units LED Fluorescent Lights.
- 1 x unit 13amp/230V single phase power outlet.
- Fascia board in 5mm foam board print (max 32 characters) (2 fascia boards at most for each exhibitor.)

### Graphic Service Form

If you have any printing requirements, please contact the Official Congress Exhibition Contractor for related quotations. All orders must be submitted by exhibitors via the **Graphic Service Form**, accessible at the following link: [Click here to download](#)

### Important Deadline

Advance Rate	Submit on/ before 4 November 2025
Onsite Rate (50% surcharge)	Submit on/ after 5 November 2025

### Rental of Furniture / AV / Electricity / Carpet

If you would like to order **additional** furniture, audiovisual equipment, electrical services, or carpet, please submit your order using the respective forms linked below

- Furniture Rental Form: [Click here to download](#)
- AV Equipment Rental Form: [Click here to download](#)
- Electricity Supply Form: [Click here to download](#)
- Carpet Rental Form: [Click here to download](#)

### Important Deadline

Advance Rate	Submit on/ before 6 October 2025
Standard Rate (30% surcharge)	Submit after 6 October 2025
Onsite Rate (50% surcharge)	Submit on/ after 5 November 2025

Please note that **all orders must be placed directly** with the Official Congress Exhibition Contractor, Cityneon, at [huishan.siew@neonglobal.com](mailto:huishan.siew@neonglobal.com), and copied to [contact@wces2025.com](mailto:contact@wces2025.com).



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## 9. LOGO AND DESCRIPTION UPLOAD.

All exhibiting organisations are invited to submit their full company name, logo, address, website URL, a 90-word company description, and social media handles (*Section 2*) via the Exhibitor Dashboard.

These will be used for the following purposes:

- Company name and logo: For the website and Congress app. Please submit in PNG format, minimum size 200 x 200 pixels (square format required).
- 90-word company description: For the website and Congress app.
- Social media handles: For the website and the Congress app.

For returning exhibitors, any previously submitted logo and artwork will be uploaded to the Exhibitor Dashboard by the Congress Secretariat. You will not need to upload these again; however, we recommend checking the uploaded files to ensure they are current. Modifications or replacements can be made until **30 September 2025**.

## 10. EXHIBITOR REGISTRATION AND EXHIBITION ACCESS

### Exhibitor badges

Only exhibiting companies are entitled to exhibitor badges. Each standard exhibition stand (6/9 sqm) includes 2 free exhibition passes. These exhibitor badges will only display the **name of the exhibiting company**.

### Additional exhibitor badges

Additional exhibition badges may be purchased via the WCES 2025 dashboard. Additional exhibitor badges can be purchased for **USD 150** per badge throughout the main congress.

### Entitlements

Exhibitor badges only **allow** access to the exhibition hall during opening hours and during specific setup/dismantling hours. Exhibitor badges **do not allow** access to the scientific sessions or activities. These badges are intended for use only by the company.

Full WCES 2025 Congress registrations can be purchased via [www.wces2025.com/registration](http://www.wces2025.com/registration)

### Catering

Exhibitor badges do **not** include access to coffee breaks or luncheons. Food and beverages can be ordered directly from **Suntec Singapore's Exhibitor Marketplace**. For details, please refer to page 14 -. [Exhibitor Marketplace](#)

Exhibitors are welcome to attend the Welcome Reception on Thursday, 6 November 2025.

### Exhibitor badge collection

All exhibitor badges should be collected from the registration desk by the official contact person on 5 November 2025. They are not sent out to company offices prior to the Congress.





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### Lost and unused badges

Lost badges will be reprinted with a fee. Unused badges will not be credited, regardless of circumstances.

### Registration desk

Below are the opening times for the registration desk, where you will be able to print your exhibitor badge(s) at dedicated kiosks. Instructions on how to print your badge are sent just prior to the Congress.

The registration desk is at the main entrance.

5 November 2025 (Wednesday)	15:00 - 18:00
6 November 2025 (Thursday)	08:00 - 20:00
7 November 2025 (Friday)	08:00 - 20:00
8 November 2025 (Saturday)	08:00 - 16:00

### Exhibition hall access for registered exhibitors

Registered exhibitors with correct badges may access the exhibition area(s) 30 minutes before and after announced exhibition opening hours, as well as during build-up and dismantling times.



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## 11. ADVERTISING

If you are interested in opportunities to enhance your participation and feature your brand prominently throughout the Congress, please view the available options here or reach out to the **WCES 2025 Congress Secretariat** directly ([contact@wces2025.com](mailto:contact@wces2025.com)) to discuss opportunities.

### Congress Bag

Have your brand seen all around during the congress on complementary delegate bags. This opportunity supports sustainability efforts as many delegates take bags home to reuse, as well as the benefit of extended exposure even after the congress days. The material and design of the bags will be selected by the Organising Committee. An initial estimated quantity is 1,500 bags.

### 2 pages Congress Bag Insert

WCES 2025 Congress bag inserts are only allowed if the bag insert option has been booked and is fully paid. Enjoy the opportunity to publicise your product to the delegates, you may insert up to 2 A4-size page leaflets into the Congress Bags. The leaflets are to be provided by the sponsors. The contents and format of the leaflet must be approved by the Organising Committee.

### Congress Lanyards

The material and design of the lanyard will be selected by the Organising Committee. An initial estimated quantity is 2,000 lanyards. The sponsor will be provided with the following: The inclusion of the company's logo / name on the lanyard.

### Floor Stickers

Direct delegates to your booth with these floor stickers.

### Escalators Sticker (2 days)

Display your message in a creative way in an unmissable spot, on the route toward the session halls for 2 days usage.

### Facade Drop-down Banner

Banner to be hung at the facade. Limited space available. The banner will be produced by the organiser.

### Cardboard Seating Cubes

Sponsoring the seating cubes allows delegates to take a break and enjoy a comfortable resting area while your company message gains optimal visibility. Each cube will feature your company logo on two sides, with the remaining sides branded with the WCES logo. You will also have the opportunity to provide a QR code for display. The cubes will be strategically placed in a high-traffic area of the venue, ensuring maximum exposure to all delegates.

### Congress Mobile App - Push Notification / Banner on News Feed / Session banner or video

The **Push Notification** sponsorship includes a scheduled text-based message sent to app users. When clicked, it opens a full page with text and an optional image. The **News Feed Banner** places a custom sponsor banner at the top of the app's news feed. It can link to a profile, session, or website, and the sponsor provides the graphic. The **Session Banner or Video** allows sponsors to add a banner or video to their session. Banners can link to any page, and videos play directly within the app.



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## 12. FREIGHT HANDLING, SHIPMENTS, AND STORAGE

R.E. ROGERS (M) SDN BHD has been appointed as the official freight forwarder, customs clearance agent, and drayage contractor for the WCES 2025 Congress. It is their commitment to ensure your exhibits arrive on time and in good condition before the opening of the exhibition. Shipping guidelines and related forms are available below. These documents will assist you in your preparation for the correct and timely dispatch of exhibits to Singapore; please follow the instructions closely.

The range of services provided by R.E. ROGERS (M) SDN BHD includes:

- Transportation (national and international)
- Customs clearance
- Onsite Handling at Exhibitions
- Accessible storage for brochures and giveaway items during the event
- Onsite assistance and supervision
- Labelling, removal, and storage of empty boxes and crates, to be returned to your stand at exhibition closure

### Deliveries

Please note that Suntec Singapore does not accept deliveries directly from exhibitors. All deliveries must be arranged through our appointed freight forwarder, R.E. Rogers (M) Sdn Bhd.

### 1. Shipping Instructions for Exhibitors

This shipping instruction is intended to support the correct and timely dispatch of your exhibits to Singapore and should be read in conjunction with the exhibitor kit provided by the organisers. Should you require any clarification, please do not hesitate to contact us.

You may access the full shipping instruction document at the following link:

[WCES 2025 – SHIPPING INSTRUCTIONS & TARIFF \(PDF\)](#)

All shipping orders must be sent via email to R.E. Rogers (M) Sdn Bhd:

**R.E. Rogers (M) Sdn Bhd**

Attention: Mr. Hafizzudin

Email: hafizzudin@rogers-asia.com





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## 13. EXHIBITOR SERVICES AND VENUE ORDER - SUNTEC SINGAPORE

### Telecommunication Order

Suntec Singapore has developed and established a robust and dynamic network to assist event organisers with their technical needs.

Customisation has been built into the Centre's infrastructure to facilitate telco requirements and reduce costs to event organisers. The Centre's advanced telecommunication system featuring complimentary high-speed WiFi can support up to 8,000 devices at a time, with a speed of up to 500 Mbps.

Exhibitors can order telco service for their booths. Do review the information via the link below:

[https://static.helpjuice.com/helpjuice\\_production/uploads/upload/image/4287/direct/1714618186541-New%20Suntec%20Order%20Form%202024.pdf](https://static.helpjuice.com/helpjuice_production/uploads/upload/image/4287/direct/1714618186541-New%20Suntec%20Order%20Form%202024.pdf)

Any queries, the exhibitor can contact this email: [telecom@suntecsingapore.com](mailto:telecom@suntecsingapore.com)

### Exhibitor Marketplace

For exhibitors placing orders for their booths, Suntec has created an **Exhibitor Booth Catering Marketplace**, which can be accessed to book services in the following categories during WCES 2025 at the congress venue:

- Food Orders
- Beverages Orders
- Manpower Orders (pertaining to banquet service)

All orders must be submitted by exhibitors via the **Marketplace Online Form**, accessible at the following link:

<https://www.cognitoforms.com/SuntecSingapore/ExhibitionBoothCateringMarketplace?v2>

The access code for the Marketplace Online Form is - Event Code:

**ELSA2025\_Suntec**

The Marketplace Price List (PDF) can be viewed here:

[https://static.helpjuice.com/helpjuice\\_production/uploads/upload/image/4287/direct/1709112108250-Exhibition%20Booth%20Catering%20\(v28022024\)%20v5.pdf](https://static.helpjuice.com/helpjuice_production/uploads/upload/image/4287/direct/1709112108250-Exhibition%20Booth%20Catering%20(v28022024)%20v5.pdf)

Please ensure all orders are placed in the Marketplace at least **14 working days before** the start of WCES 2025 on 4 November 2025, as the range of available offerings will reduce closer to the event date.

*\* Do note that the prices are subject to change without prior notification.*



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### External F&B Catering

If an exhibitor wishes to bring in any food or beverages that are not available through the venue's F&B offerings, an **External Catering Charge** will be levied.

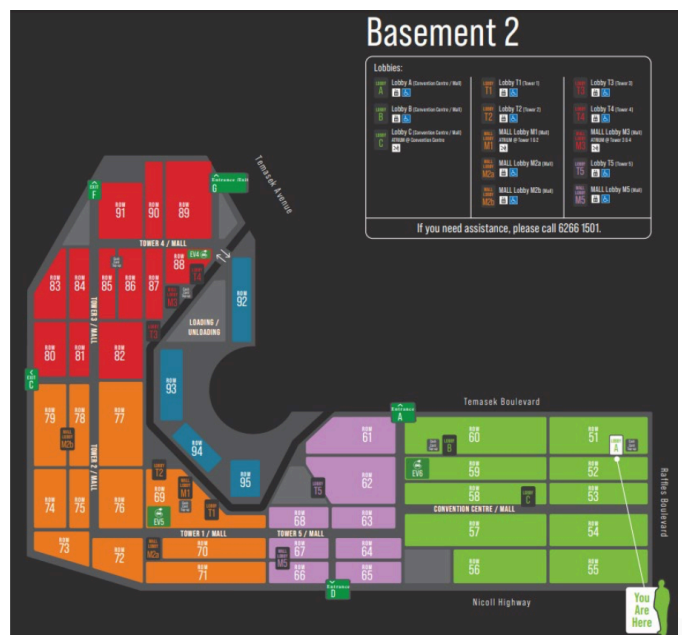
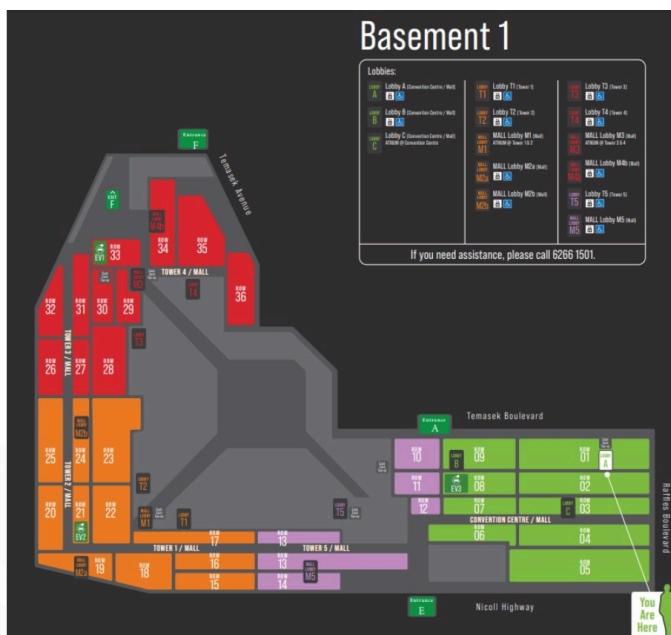
Please submit the application using the link below. Details of the External Catering Charges can also be found there: <https://www.cognitofirms.com/SuntecSingapore/ExternalFBRequests>

### Parking Coupons Purchase

Exhibitors may purchase parking coupons (minimum 10 coupons per day) **at least 10 days prior to usage day**.

[Carpark Coupons Purchase Online Form](#)

Park at **West Wing (Green Zone)** and use lift lobbies A or B for quick access to SUNTEC Singapore (L3, L4 or L6).



Find more information at [https://www.evasuntec.com/en\\_US/amenities-facilities/342349-4-24-car-park](https://www.evasuntec.com/en_US/amenities-facilities/342349-4-24-car-park)



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## 14. CONDITIONS RELATED TO STAND ACTIVITY AND STAND PROMOTION

### Activity

The main activity of any exhibition stand should be the presentation of the exhibiting company and its products or services.

### Animals

Animals are not allowed in the exhibition and should not be used on exhibits. Trained guide dogs for those with visual impairments are permitted; if you will be bringing a guide dog, please advise the organisers upon entry to the venue.

### Audio and visual activities

Exhibitors may use television screens and computer monitors to present videos, slides, and other material. **Sound is permitted**, provided it is kept at a controlled volume that does not disrupt surrounding exhibitors or interfere with ongoing sessions. Small-scale in-person presentations are permitted, but these **should not involve amplification** and/or cause disturbance to other exhibitors. The use of microphones within the exhibition area is strictly prohibited.

If the Congress organisers determine that a disturbance is occurring, the exhibitor must immediately reduce the volume, halt the activity, or take other corrective action. Failure to comply may result in the organisers taking necessary measures at the exhibitor's expense. Continued refusal to address the issue will be considered a violation of these regulations. Exhibitors are solely responsible for obtaining the appropriate licenses for any copyrighted material used.

### Children

Children under the age of 16 are not allowed in WCES 2025 Congress facilities. Exhibitors and their agents are advised that their staff must be over the age of 16.

### Company description on website

Each exhibiting company will be listed on the Congress website. The listing will include the company's name, logo, and description. This information will only be published if the required details are submitted through the WCES 2025 dashboard by 1 August 2025.

### Display and distribution of materials

Distribution or display of materials by an exhibitor or its agents is limited to:

- The company's exhibition space only.
- The onsite display area near registration, which will be specially set up for that purpose and marked as such.





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In the case of printed material, the intellectual ownership of content should not be a cause for dispute and images should not cause offence. Additionally, any quoted references should be clear and follow internationally accepted principles. Scientific claims should be based on accepted evidence. The organisers' decision on such matters will be considered final.

### Photography and filming

The use of photographers, portrait artists, or any other form of visual artists is strictly prohibited without the prior written consent of the organisers. Photography or filming of any general area within the venue or exhibition is not permitted without express permission from the organisers.

Exhibitors are permitted to photograph or film within their own stands during official exhibition hours only. The Congress organisers reserve the right to photograph, sketch, or film the exhibition, including all stands and displays, and to use such materials for publication and promotional purposes, including press coverage.

### Prohibited activities

Exhibitors are not allowed:

- To display/use names or trademarks which may be misleading or cause hindrance to other exhibitors or to conference visitors.
- To sell goods or to receive money in any way for goods sold/offered for sale or for services rendered.
- To affix 'sold' tags to goods on display during the exhibition.

### Promotion rights

The exhibitor is entitled to use the Congress logo on their own invitations and promotional documents directly related to their participation in the exhibition. The Congress logo can be downloaded [here](#).

Only the official logo can be used with no modifications. The use of any other Congress branding and visuals is strictly forbidden in any advertising, publicity, signage, product, printed matter, film, video, other media, etc. without prior request and subsequent written approval from the organisers.

### Special effects

'Special effects' such as lights, lasers, sound, video projection, and/or video/sound recording on the stand will only be allowed when the effect is limited to the stand area rented and providing that there is no health or safety risk. Written permission for such from the organisers must be granted.

### Staffing

The space assigned to the exhibitor must be staffed during exhibition opening times. Unattended stands are a security risk to the exhibitor and, during exhibition opening periods, are discourteous to participants, fellow exhibitors, and the Congress organisers. This will be considered a violation of regulations.



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## 15. CONDITIONS OF PARTICIPATION AND CODES OF PRACTICE

Congress exhibitors and their subcontractors are bound to follow these general conditions of participation while on the premises of the Lisbon Congress Centre.

### Exhibition layout changes

The organisers reserve the right to make changes to the exhibition floor plan or layout, or to close entrances and exits in the Congress venue as befit their needs and in the best interests of the Congress.

### Stand relocation

The organisers reserve the right to relocate stands if circumstances make this necessary and for the safety of participants. Alterations to the agreed stand location will only be made after consultation with the exhibiting organisation and with mutual agreement. If in such cases the interests of the exhibitor are unreasonably impaired, the exhibitor may withdraw from the contract in writing.

### Subtenants and other represented companies

Sharing the allocated stand area with another company, regardless of whether this company is represented by its own staff (subtenant) or only by its own exhibits (represented company), is not permitted. This applies equally to companies with products or services aligned to a registered exhibitor.

Should a registered exhibitor wish to exhibit in association with another organisation, the organisers will endeavour to offer additional exhibit space, where available, under normal conditions of sale. If an exhibiting organisation has multiple corporate entities but shared ownership, the organisational relationship must be made clear to participants. The transfer, whether in whole or in part, of any rights or obligations arising from the rental contract to third parties is strictly prohibited.

### Security and insurance

Neither the organisers nor their contractors are responsible for the safety of any exhibit or other property of the exhibitor or any person. Neither the organisers nor their contractors are responsible for the loss, damage, or destruction by any cause of the exhibits or other property, or for loss, damage, or injury sustained by any exhibits or any other persons.

The exhibitor shall indemnify the organisers and their contractors to third persons in the event of any act or omission of the exhibitor, staff, agent, or personnel hired on a temporary basis to staff the exhibition stand. Since the organisers and their contractors accept no responsibility for any of the foregoing matters, the exhibitor should take out insurance to cover any loss due to theft or negligence, damage, injury, or liability. The exhibitor agrees not to pursue the organisers for any risks.



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## Mandatory Codes of Practice

All exhibitors and sponsors at WCES 2025 are required to ensure that their participation and promotional activities fully comply with all applicable **laws and regulations of Singapore**. This includes adherence to the **Singapore Code of Advertising Practice (SCAP)**, administered by the **Advertising Standards Authority of Singapore (ASAS)**, and relevant **Health Sciences Authority (HSA)** regulations concerning the marketing and display of health products, pharmaceuticals, and medical devices.

Organisations operating in the pharmaceutical sector must also comply with the **Singapore Association of Pharmaceutical Industries (SAPI) Code of Conduct**, particularly in relation to ethical engagement with healthcare professionals.

International exhibitors are expected to observe their own national or corporate codes of practice, where applicable, in addition to meeting all local legal and ethical requirements in Singapore.

It is the sole responsibility of each exhibitor or sponsor to ensure that all promotional content and activities are legally and ethically acceptable under Singaporean law.

For general reference, international industry codes may be consulted at:

<https://www.ethicalmedtech.eu/medtech-codes>

For more information, please refer to the relevant guidelines available at:

- Singapore Code of Advertising Practice (SCAP): <https://asas.org.sg>
- Health Sciences Authority (HSA) Regulations: <https://www.hsa.gov.sg>
- Singapore Association of Pharmaceutical Industries (SAPI) Code of Conduct: <https://sapi.org.sg>





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## 16. GUIDELINES RELATED TO EXTERNAL ACTIVITIES

### Unofficial industry symposia

Companies are not permitted to organise unofficial industry symposia or similar corporate events that are open to and free for general Congress participants to attend, either inside or outside the congress venue. This restriction shall apply from the commencement of the first session at 08:00 on Tuesday, 4 November 2025, through to the conclusion of the final session at 16:00 on Saturday, 8 November 2025.

### Social events

Companies and organisations are welcome and encouraged to organise social networking events such as dinners and receptions within the framework of the Congress. These social gatherings may not be organised in parallel with any of the scheduled scientific Congress sessions.

### Closed meetings

Limited meeting spaces are available at the Congress Centre as part of the WCES 2025 space allocation. These enable exhibiting companies to organise small, closed business meetings such as (advisory) board meetings, investigator meetings, etc. Small, closed meetings may take place in parallel with official Congress sessions, provided they do not convene large groups of people. The guiding principle of this policy is to avoid attendees missing Congress scientific sessions. These meetings may only be attended by invited participants and may not be open to general Congress participants.

### Meeting rooms

If available, meeting rooms can be booked through the WCES 2025 Congress Secretariat. For rental costs or to book a meeting room, reach out to the organisers: [contact@wces2025.com](mailto:contact@wces2025.com)