ICSES 2026 Exhibitor Manual

16th International Congress on Shoulder and Elbow Surgery

September 22-25, 2026
Vancouver, Canada

ICSES 2026 Secretariat: International Conference Services Ltd.
555 Burrard Street Vancouver, BC Canada V7X 1M8
Email: icses2026-fulfilment@icsevents.com

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Event Summary

16th International Congress on Shoulder and Elbow Surgery

September 22-25, 2026
Vancouver, Canada

Date:	September 22 – 25, 2026
Location:	Vancouver, Canada
Venue:	Vancouver Convention Centre – West Building
Website:	https://icses2026.org/

Purpose & Host

The 2026 Congress will convene leading experts in shoulder and elbow surgery from around the world to share the latest scientific advances, explore emerging challenges, and discuss innovations shaping the future of the specialty. The program is designed to foster meaningful exchange of ideas, encourage collaboration, and strengthen professional relationships among an international community of surgeons, researchers, and industry partners.

The **International Congress on Shoulder and Elbow Surgery (ICSES)** is held every three years under the auspices of the **International Board of Shoulder and Elbow Surgery (IBSES)**, with the 2026 meeting hosted by the **American Shoulder and Elbow Surgeons (ASES)**.

Founded in 1982, ASES is a leading professional society dedicated to advancing the science and practice of shoulder and elbow care. The Society includes more than 1,500 members globally and is committed to excellence through education, research, and collaboration. Membership is by invitation and reflects a high level of achievement and contribution to the field. ASES plays a central role in developing scientific programming, supporting research initiatives, and promoting the highest standards in patient care.

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ICSES 2026 Secretariat

Exhibit Manager
Walter Noseworthy
icses2026-fulfilment@icsevents.com

Registration & Housing Manager
Megan Tadeson
icses2026-registration@icsevents.com

Sponsorship & Exhibit Sales Director
Chelsea Prangnell
icses2026-partnerships@icsevents.com

Venue Services

Vancouver Convention Centre
Christine Lee
clee@vancouverconventioncentre.com

VCC Exhibitor Portal

Customs Broker & Transportation

Levy Show Service Inc.
April Chang: 604 277 1726
acheng@levyshow.com

General Show Services

Levy Show Service Inc.
operations@levyshow.com

Levy Exhibitor Portal

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Deadlines

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	Deliverables	Return to	Due Date
❑	Logo, Company Bio	Walter Noseworthy	ASAP
❑	Booth Entertainment Request	Walter Noseworthy	July 24, 2026
❑	Giveaway Request	Walter Noseworthy	July 24, 2026
❑	Approval for Custom Booth Design	Walter Noseworthy	July 24, 2026
❑	Submit Certificate of Insurance (mandatory)	Walter Noseworthy	July 24, 2026
❑	Exhibit Staff Registration	Walter Noseworthy	August 13, 2026
❑	Advance Warehouse Open for Shipments	Levy Show Services	August 17, 2026 – September 15, 2026, from 9:00 A.M. to 3:00 P.M.
❑	Accommodation Cut-Off	Megan Tadeson	August 20, 2026
❑	AV, Electrical, Internet, Booth Cleaning, Plumbing, Rigging **Advance Rate Deadline**	VCC Exhibitor Portal	August 31, 2026
❑	Show Service Discount Rate Expires	Levy Show Services	September 2, 2026
❑	Catering Order Deadline	VCC Exhibitor Portal	September 10, 2026
❑	AV, Electrical, Internet, Booth Cleaning, Plumbing, Rigging Orders Deadline	VCC Exhibitor Portal	September 16, 2026
❑	Delivery Time Slot Request	Voyage Control	To be provided at a later date

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Exhibition Schedule

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	Date	Time
Exhibitor Move-In	Monday, September 21, 2026 Tuesday September 22, 2026	8:00 A.M. – 8:00 P.M. • By appointment only 8:00 A.M. – 8:00 P.M. • As per Voyage Control
Welcome Reception [1]	Wednesday, September 23, 2026	6:00 P.M. – 8:00 P.M
Exhibition Show Hours [2]	Wednesday, September 23, 2026 Thursday, September 24, 2026 Friday, September 25, 2026	6:00 A.M. – 4:00 P.M. 6:00 P.M. – 8:00 P.M. 6:00 A.M. – 4:00 P.M. 6:00 A.M. – 4:00 PM.
Exhibitor Move-Out	Friday, September 25, 2026	5:00 P.M. – 10:00 P.M.

[1] All exhibits are required to be staffed during the Welcome Reception and Exhibition Show hours – no exceptions. Welcome Reception hours are subject to change.

[2] All exhibitors will have access to the Exhibit Hall 30 minutes before and 30 minutes after Show Hours.

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Exhibit Space Setup

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a. Standard Exhibit Space Package

Each regular exhibit space rental unit includes the following:

- Floor space as assigned
- 8’ high drapery backwall - black
- 3’ high drapery sidewall - black
- One (1) 6’ x 2’ skirted table - black
- Two (2) chairs
- One (1) wastebasket
- One (1) booth ID sign

If you require additional furnishings or services, please complete the Levy Show Services Exhibitor Kit and return the appropriate forms and full payment.

The exhibit floor will be carpeted in ballroom grade carpeting. If custom carpeting is required, place your order through Levy Show Services.

Electrical services can be ordered through and provided by the Vancouver Convention Centre.

Sponsors and exhibitors are not allowed to change the fascia board; no changing of background color, font type, etc. The company logo can be printed on the fascia at exhibitors' own expense, this can be ordered from Levy Show Service Inc.

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b. Custom Booth Design

We consider a booth to be custom-built when the structure included in the standard booth package is modified or replaced with another type of structure, while still respecting the dimensions of your purchased floorplan space.

If your booth design changes from the specifications on the previous slide, it will be treated as a custom build and will require prior approval from the ICSES 2026 Secretariat in writing. The layout, with measurements and building material specifications, needs to be submitted in detailed drawings to the ICSES 2026 Secretariat. Deadline for the submission of booth layout for custom-built booth is **July 24, 2026.**

Custom exhibition space is rented to the exhibitor without any prefabricated wall installations, furniture, internet connection, carpet, electricity, labor, shipping or any other technical supplies or facilities. These services can be ordered through the forms provided by the official show service provider Levy Show Services.

It is the responsibility of the exhibitor to take care of the set-up, installation and dismantling of their booth.

If exhibit plans are revised after approval has been send, the revised plans need to be re-submitted for approval as soon as possible. Please allow enough time for exhibit construction approval.

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Add-Ons

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a. Lead Retrieval

CONEXSYS

- Barcode readers (scanners and/or Mobile App) are offered to exhibitors.
- CAD 350.00 (CAD 400.00 on-site) for the scanner (CONEXSYS Handheld Scanning Unit); includes and end of event electronic file containing the leads' contact information as supplied in an excel format within 24 hours of the close of the event
- CAD 350.00 (CAD 400.00 on-site) for the CONEXSYS Mobile App (3 licenses); includes real-time access to event lead retrieval electronic file containing the leads' contact information as supplied through the online portal. Additional Mobile App licences available for CAD 100.00 after initial set-up.
- Please place your order at MyLeads by CONEXSYS using **EVENT CODE: ICSES26**

b. Catering

The Vancouver Convention Centre is the exclusive provider for any catering services. To view menu and place your order, please visit the VCC Exhibitor Portal.

The deadline to order any catering is Thursday, September 10, 2026.

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c. AV, Electricity & Lighting

Proshow is the exclusive AV provider for ICSES 2026. AV orders can be placed directly through the VCC Exhibitor Portal.

Advanced Rate Deadline: Monday, August 31, 2026
Online Ordering Deadline: Wednesday, September 16, 2026

d. Cleaning

The ICSES 2026 Secretariat is responsible only for emptying baskets along the pathways and keeping the shared space clean. Exhibitors will be responsible for keeping their booths clean at all times. Order cleaning from VCC Exhibitor Portal.

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Shipping & Customs

a. Material Handling and Advance Warehouse Shipping

Levy Show Services is the official customs broker and transportation service provider for ICSES 2026. To ensure all shipments arrive on time, the use of the official customs broker and Advance Warehouse is highly recommended. Download the label to ship to the Advance Warehouse from Levy Show Services here: Levy Show Services Exhibitor Kit. Customs broker and transportation services can be ordered here: Levy Show Services Exhibitor Kit. The ICSES 2026 Secretariat cannot be responsible for any delayed or lost shipments.

b. Show Site Shipments

Please note that ICSES 2026 is not accepting packages on behalf of exhibitors, if shipped directly to the venue. Any shipments sent directly to the facility will be required to be handled by Levy Show Services Inc. See the official Show Site Shipping Label at Levy Show Services Exhibitor Kit.

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c. Use of the Loading Dock

Should you decide to not ship with the official transportation service provider and not take advantage of advanced materials handling, please request your time slot at Voyage Control Portal (to be provided at a later date).

Due to the loading dock capacities at Vancouver Convention Centre, all exhibitors will be given scheduled times to unload their shipments, they will need to be unloaded via the dock and transported to the show floor. It is of extreme importance for all to strictly adhere to their scheduled unloading times to ensure the smooth and timely setup of each booth. The unloading schedule will be forwarded to all exhibitors prior to the conference.

d. Delivery by Car or Hand

We understand that some of the materials that you might be bringing to the show may not necessitate the need to use the loading and staging area for your Move-In. If this is the case, you may enter through the Main Entrance or Parking Level with materials in hand or a hand dolly directly to your booth to set-up.

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a. Non-Smoking Venue

Smoking is prohibited in the Exhibition Hall and the Vancouver Convention Centre.

b. Move-in Times & Access

Move-in times must be adhered to and will be enforced. The exhibition hall will be closed in the evenings, during which time no one will have access to the hall. The exhibitor must complete exhibit construction within the given move-in timeframe, which is specified in the Exhibition Schedule above.

Any exhibitor who has not commenced exhibit construction/decoration one hour prior to event opening, is subject to removal by the ICSES 2026 Secretariat at its own discretion. Moreover, the exhibitor is then liable to ICSES 2026 for the agreed exhibit rental fee. The exhibitor is not entitled to damage claims.

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c. Safety

All exhibits must comply with all regulations established by the safety authorities. All materials used for decorating must be fire resistant. The ICSES 2026 Secretariat, Vancouver Convention Centre and/or local authorities can enforce an order of dismantling of booths and exhibits that have not been approved or do not follow the regulations. Frequent inspections will be held during the exhibition period. Please adhere to the regulations strictly, for safety purposes.

All electrical equipment must have or obtain certification for use in Canada accordingly Technical Safety BC's requirement.

No one under the age of 15 years may be allowed in the exhibit area during move-in/out. During move-in/out, exhibit halls and loading dock areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.

IMPORTANT

Due to WorkSafeBC regulations all exhibitors are REQUIRED to wear WorkSafeBC-approved high-visibility vests at all times during move-in and move-out periods. For exhibitors that do not own a personal safety vest, safety vests are available for purchase on VCC Exhibitor Portal and will be stored at the Exhibit Services Office for pickup during event move-in. Alternatively, there are vending machines available throughout the Vancouver Convention Centre offering safety vests for purchase. The vending machines are located at the West Loading Bays and East Delegate Concourse.

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d. Construction Limitations

The exhibitor and their affiliates are liable for any damage they cause to building, floors, walls, columns, and to standard exhibit equipment. Application of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors and walls or to standard exhibit equipment is strictly prohibited. Any damages made by an Exhibitor and/or their affiliates will require compensation for the cost of recovering any damaged facilities to the original state. Under no circumstances may the weight of any equipment or exhibit material exceed the maximum floor load weight of the exhibit hall. The exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure, knowingly or otherwise, to distribute the load of his exhibit material to conform to maximum floor loading specifications. **Floor loading is given as 150 psf / 730kgm. Vehicles up to 40 tons gross weight are permitted in the main hall but will have scheduled time slots. Please see Shipping and Customs.**

The arrangement of displayed items or structures shall not disturb other booths or hinder passage of visitors. Displayed items should not create inconveniences to visitors and be kept at least 1’-0” (30cm) away from the exhibit space line. If exhibitors fail to conform to this rule, the secretariat office may demand those items be relocated. This restriction is designed to give an equal opportunity to every exhibitor in terms of space and visibility.

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d. Construction Limitations

Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. At the exhibitor's expense, empty crates, etc. will be picked up, stored and returned to each exhibit space after the event.

Unfinished portions of pop-up displays must be covered. Exposed sides and backwalls (pop-up framework, raw wood, cardboard wings) of all booths must be painted or appropriately covered in a neutral color (white or grey) if visible from another booth, without visible technical materials.

Custom exhibit equipment is to be pre-manufactured outside the area beforehand. Only assembled equipment is allowed inside. Electrical tools such as compressors, welders, electrical saws, electrical grinders, and electrical planes are not allowed to be used inside the hall. Also, painting besides finishing is not allowed inside the hall (fire prevention safety rule). Due to electricity lines under the floor, exhibitors must be careful not to spill water or wash the floor with water.

FREIGHT ELEVATOR:

Elevator dimensions for the freight elevators are 9’8” wide x 22’ deep x 8’ high with a weight limit of 20,000 lbs. The service elevator is 5’ wide x 8’4” deep x 7’ high with a weight limit of 5,000 lbs. Please note these specifications prior to sending shipments.

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e. Booth Height

Maximum booth height restrictions are as follows:	Max Height
Single Booth 10’ x 10’ (3m x 3m)	8’ high
Double Booth 10’ x 20’ (3m x 6m)	8’ high
Peninsula/Island 20’ x 20’ (6m x 6m)	12’ high
Island 20’ x 30’ (6m x 9m)	16’ high
Non-Profit or Start-Up Exhibit – Table top space	8’ high (48 ft^2)

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f. Rigging

Rigging and hanging in the Vancouver Convention Centre is permitted. Any rigging requests are to be evaluated separately from your custom booth design. **The allowable rigging height is 20' to the top.** All rigging and hanging from the hang points throughout the facility is subject to mandatory approval by show management and is expected to meet generally accepted industry standards. The service of basic anchoring/rigging points is exclusively offered through Vancouver Convention Centre. No other provider or rigging service will be allowed on the show floor at any time. Orders can be placed in the VCC Exhibitor Portal.

g. Carpet & Flooring

The exhibit floor will be carpeted in ballroom grade carpeting.

All raised floor sections must be clearly distinguishable from areas of the surrounding floor space and include accessible entry. Ramped edges should be of non-slip construction or coated with a non-slip finish. Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.

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h. Security

The Exhibition Hall will be locked during non-Exhibit hours. Security will be provided during the set-up, show and dismantling period. Although 24-hour security is provided, the ultimate responsibility for displayed exhibits and equipment lies with the individual exhibitor. Exhibitors must secure, at their own expense, appropriate liability/loss insurance at all times. Exhibitors will not be allowed to enter the Exhibit Hall during non-show hours without the ICSES 2026 Secretariat's consent. The Secretariat and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies at all times.

Exhibitors should take necessary safety measures prior to using dangerous equipment or parts during the show, to prevent accidents. Each exhibitor is responsible for the maintenance and safety of their equipment.

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k. Move-out and Removal

Dismantling of exhibit construction and décor may only commence on the last day of the event after the end of the event. The ICSES 2026 Secretariat reserves the right to charge the exhibitor a contract penalty fee if this clause is violated. The exhibit space must be left in its original condition not later than outlined in the Exhibition Schedule.

After the exhibition, when the subcontractors remove the furniture, exhibitors should pay attention not to leave behind any belonging in the drawers and the shelves. The ICSES 2026 Secretariat does not take responsibility for any damage or loss.

l. Announcements/Messages

Announcements will not be permitted during the show.

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Floor Plan

The floor plan is a “working draft” and changes may be made up until one (1) week prior to the event. Every effort has been made to ensure the accuracy of all information contained on the floor plan. However, no warranties, either expressed or implied are made with respect to the floor plan. It is the sole responsibility of the exhibitor to verify all dimensions and locations. This includes the location of building columns, utilities or other architectural components of the facility.

“Freight-Free” aisles may be shown on the floor plan and will be strictly enforced due to logistic and safety reasons.

For an up-to-date exhibit floor plan, please visit: ICSES Exhibitor Floor Plan

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Liability Insurance

ICSES 2026 does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance.

ICSES 2026 requires all exhibitors to provide proof that liability insurance with a minimum of **CAD 2,000,000 for each accident or occurrence limit** is in place for the duration of the event. **Third-party liability insurance certificate is mandatory** and must be provided in English to the ICSES 2026 Secretariat no later than **Monday, August 3, 2026.**

In case the exhibitor receives the invoice after **Monday, August 3, 2026** the exhibitor is required to provide the certificate of insurance as soon as possible and **prior to move-in**.

Full coverage must be in effect for the event for which a contract exists.

Interest Insured: Commercial General Liability

- Inclusive Limit
- Covering Third Party Bodily Injury and Property Damage
- Including Non-Owned Automobile, if necessary
- Including Host Liquor Liability, if necessary
- Including Cross Liability Clause

Additional insured to be named:

- International Conference Services Ltd.
- International Congress on Shoulder and Elbow Surgery
- Vancouver Convention Centre

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Exhibit Staff Registration & Badges

Single Booth	Double Booth	Peninsula/Island	Island	Non-Profit or Start-Up Exhibit
10’x10’ (3mx3m)	10’x20’ (3mx6m)	20’x20’ (6mx6m)	20’x30’ (6mx9m)	Tabletop space
Two (2) exhibitor registrations (exhibit hall access only)	**Four (4) exhibitor** registrations (exhibit hall access only)	**Eight (8) exhibitor** registrations (exhibit hall access only)	**Twelve (12) exhibitor** registrations (exhibit hall access only)	**Two (2) exhibitor** registrations (exhibit hall access only)
Four (4) additional exhibitor badges at USD 300/badge	**Eight (8) additional exhibitor badges** at USD 300/badge	**Sixteen (16) additional exhibitor badges** at USD 300/badge	**Twenty-four (24) additional exhibitor badges** at USD 300/badge	No additional exhibitor badges

An email with registration information will be sent to each exhibitor. Please refer to the email and the link to register. Please note that Exhibit Hall passes do NOT grant access to the ICSES 2026 Congress Sessions. Exhibitors may collect their badges on-site at the Registration Desk after a brief identification check during the exhibition move-in period.

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Accommodation can be booked at time of registration. The ICSES 2026 Secretariat (International Conference Services Ltd.) is the official housing bureau for ICSES 2026 and will help with the coordination of housing requirements for the Conference. We have negotiated special room rates with hotels near the Vancouver Convention Centre. Special rates and added complimentary amenities are only available to delegates who book through the official housing bureau.

If you have a group of 10 or more that you would like to register or book accommodation for, please contact us at icses2026-registration@icsevents.com.

WARNING: We are aware that illegitimate companies are targeting our exhibitors, calling to 'offer' to set you up with accommodation. These companies are often fraudulent. Please note that they are not affiliated with us and that the only way to register & book accommodation will be only through the Congress website, with the dedicated link sent to you.

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Note: Although ICSES 2026 and the housing bureau will do their due diligence and negotiate the lowest possible group rates, we cannot predict future specials hosted by competing hotels. However, we urge all sponsors, exhibitors and delegates to support the Conference and book through the official housing bureau. The success of the Conference and the supporting associations depends on you using the contracted hotels.

The ICSES 2026 Secretariat and its supporting organizations cannot meet the contracted room obligations if sponsors, exhibitors and delegates book outside the official housing bureau. Rooms that are not filled because of that create an expense for the Conference in form of financial penalties (attrition charges) and place the financial success of the Congress at risk, which increases with each delegate, exhibitor and sponsor not booking through the official housing bureau.

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The exhibitor agrees to confine all products/ service demonstrations and other sales activities to the limits of the contracted exhibit space and within the maximum height set. Distribution of any material is likewise limited to the confines of their exhibit space. Exceptions may be given by the ICSES 2026 Secretariat prior to show opening in writing.

The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written permission of the ICSES 2026 Secretariat and must comply with local city regulations and requirements.

The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - requires advanced written approval as well. Noisy demonstrations may be restricted or prohibited after permission if such demonstrations are considered a disruption of the general order of the event. Approval must be requested completing the Booth Entertainment Request Form. Please contact us by **July 24, 2026,** at icses2026-fulfilment@icsevents.com to receive a link to the form.

Flashlights and revolving light equipment are prohibited. Lights from one exhibit should not disturb or damage other booths. Exhibitors are not allowed to carry items, signboards and brochures for recruitment purposes.

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Giveaways

Giveaways should be educational in nature and must be pre-approved. Distribution of pre-approved educational material is limited to contracted exhibit space only. It is recommended to await approval from the ICSES 2026 Secretariat prior to production and shipment of any congress-related giveaways. Permission to hand out Giveaways may be restricted or prohibited after permission if such giveaway is considered a disruption of the general order of the event. Approval must be requested by filling out the Giveaway Request Form. Please contact us by **July 24, 2026,** at icses2026-fulfilment@icsevents.com to receive a link to the form.

ICSES 2026 Secretariat:
International Conference Services Ltd.
555 Burrard Street Vancouver, BC Canada V7X 1M8
Email: icses2026-fulfilment@icsevents.com

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CBSA Letter of Recognition

Border-to-Show privileges have been granted to ICSES 2026. The CBSA (Canada Boarder Services Agency) has advised its ports of entry to allow your goods to move directly to the show site (once they have been reported to CBSA at the first port of entry) where officials will perform the necessary clearance procedures.

CBSA Letter of Recognition available for non-Canadian exhibitors: please reach out to icses2026-fulfilment@icsevents.com

16th International Congress on Shoulder and Elbow Surgery

September 22-25, 2026
Vancouver, Canada

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