



**26th World Congress on Controversies in
Obstetrics, Gynecology & Infertility (COGI)**
November 23-25, 2018 – London, UK
All about Women's Health

March 2018

Dear Exhibitor,

The countdown to the 26th COGI Congress **has begun**.

The exhibition manual contains important information intended for your booth construction team and booth personnel.

We kindly ask that you read through the material carefully and please pass it on to all parties concerned.

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in London and wish you a successful congress and exhibition.

Sincerely,

Vanessa Fisher
Project Manager
vanessa.fisher@cg-med.com



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Congress Venue

QEII Centre London
Broad Sanctuary
Westminster
London, SW1P 3EE

www.qeiicentre.london

The Queen Elizabeth II Conference Centre is located in central London and is uniquely situated in the shadow of Big Ben, Westminster Abbey and the London Eye.

Exhibition Hours

Set-up time:

Friday, November 23 07:00-14:30

Please note: The scientific sessions will begin at 15:00, and therefore all preparations must be completed by then.

Exhibition hours:

Friday, November 23 19:00-20:00 (networking reception)

Saturday, November 24 08:30-18:00

Sunday, November 25 08:30-18:00

Dismantling time:

Sunday, November 25 17:00-20:00

Exhibition Supplier

Exhibition fees cover net stand space only. Stand equipment and services can be ordered via the official exhibition supplier.

The details of the preferred provider will be supplied shortly.

Stand Designs

Exhibitors who build their own stands are required to submit a drawing of their booth for approval. Please send it by **Thursday, November 1** to vanessa.fisher@cg-med.com

Please note: The maximum stand height for any part of your stand:

In the Britten room on 3rd floor: **4 meters**

Shipping (Exhibition and Display Material)

Hermes has been appointed as the official agent to handle all inbound and outbound shipments. The congress cannot take responsibility for any material sent via another agent or directly to the congress venue.

Please clearly mark all material using the shipping label at the end of this document, and please do not mix different types of shipments in one box: Exhibition goods, display and symposium material should be packed and labelled separately.



CongressMed
Tel. +972 72-2790300
Fax. +972 03 7256266
www.congressmed.com



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For further information and costs, please refer to the congress website, or please contact:

Zehavit AKERMAN

Akerman@merkur-expo.com

Mobile: +972- 52 5114982

Direct Deliveries can be made to:

The venue accepts direct shipment however please be aware that there may be Customs and Excise delays. Please be sure to track your shipment. The venue cannot assist with the Department of Customs and Excise.

Jessica Blankson

jessica.blankson@geiicentre.london

Queen Elizabeth II Centre

Storey's Gate Loading Bay

Westminster, London SW1P 3EE

Tel: 020 7798 4013

Please note that deliveries will not be accepted prior to Wednesday, November 21

Exhibitors are welcome to carry in their own items during the exhibition set-up hours.

Meeting Rooms

Chris Gaylard

chris.gaylard@geiicentre.london

Queen Elizabeth II Centre

Storey's Gate Loading Bay

Westminster, London SW1P 3EE

Catering Services

Sara Bolognini

sara.bolognini@geiicentre.london

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Exhibitor Badges

All exhibitors are required to be registered and will receive an exhibitor badge.

Complimentary exhibitor badges enable the exhibitors to access all areas and activities of the congress, including lunches and coffee breaks, for the full duration of the congress.

All participants are required to wear badges to access the congress area.

Please send exhibitor names by **Thursday, November 15** to Vanessa.fisher@cg-med.com



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Exhibition – Rules and Regulations

Set-up

Exhibition set-up will take place during the hours stated previously. Hours are subject to change. Exhibitors are liable for all damage caused to floors, walls, and pillars during set-up, opening hours and dismantling. No adhesive stickers and fixtures of any kind are allowed on the floors, walls and pillars. Empty crates and packages material must be removed by exhibitors after set-up and all aisles must be clear.

Stand building

Only one level stands are permitted. Ceiling hanging are not permitted. All stands must be self-standing. The use and branding of rented space cannot exceed the rented surface and space in three dimensions. The height limitation mentioned previously must be respected both for physical and visual devices. Nothing may impede the free flow of delegates in the aisles; nothing may be built in the aisles; nor may furniture or equipment stand in the aisle space.

Dismantling

The dismantling of the stands must be done during the hours stated previously. It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind, and any costs incurred by the venue in removing this property will be charged to the exhibitor.

Amendments to exhibition layout

While every effort is made to preserve the published layout of the exhibition, the organizers are entitled to change the layout if this is in the general interest of the exhibition and the congress.

Sharing of stands & sub-letting

Exhibitors are not permitted to share with others any booth space allotted to them without prior written consent from the organizers. Exhibitors shall not sub-let the whole or any part of the stand allotted to them without the written consent of the organizers.

Manning of stands

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

Disruption of other exhibits

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors. The organizers reserve the right to require



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exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the organizers.

Product disclaimer

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by the organizers. Each exhibitor is responsible for the material and information they make available at the congress. Exhibitors 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 congress. It is the responsibility of exhibitors to address these issues and any conflicts arising from such matters directly among themselves, as the organizers will not arbitrate in any way in legal issues of this nature. The distribution and the mounting of advertising material outside the exhibition stand is prohibited, unless prior confirmation was given by the organizers.

Liability

The organizers and the congress venue 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 provisions for the safeguarding of their goods, materials, equipment, and displays at all times.

Security and Insurance

The organizers and congress venue cannot be held responsible for any loss or damage to exhibitors' goods and exhibitors are reminded that they should take out their own insurance to cover this. The exhibitors are required to take out their own insurance against risks that could be incurred in connection with the exhibition, especially liability. Coverage for risks relating to property, employer liability and personal accident to contractors or staff should also be included. It is advised that exhibitors take out insurance for any losses and wasted expenditures in the event that the exhibition is abandoned or curtailed. Exhibitors are reminded that their insurance, as noted above, should take effect from the day that goods and exhibits are delivered to the venue, and should remain in effect until all items have been removed.

Health and safety at work regulations

It is the responsibility of the exhibitor to ensure that their contractors, employees, displays and exhibits comply with the latest legislation regarding health and safety at work regulations.