



**27th World Congress on Controversies in
Obstetrics, Gynecology & Infertility (COGI)**
November 21 – 23, 2019 – Paris, France
All about Women's Health

February 2019

Dear Exhibitor,

The countdown to the 27th 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 Paris and wish you a successful congress and exhibition.

Sincerely,

Vanessa Fisher
Project Manager

vanessa.fisher@cg-med.com



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CONGRESS VENUE

MARRIOTT HOTEL

Paris Marriott Rive Gauche Hotel & Conference Center
17, boulevard Saint Jacques
75014 Paris – France
Tel: +33 (0)1 40 78 79 09 | Fax: +33 (0) 1 40 78 78 05
parismarriottrivegauche.com

EXHIBITION HOURS **subject to change*

Set-up time:

Thursday, November 21 06:00-14:00

Custom builds – build-up time to be individually advised – please contact Vanessa

Vanessa.fisher@cg-med.com

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

Exhibition hours:

Thursday, November 21 19:00-20:00 (welcome reception)

Friday, November 22 09:30-17:00

Saturday, November 23 09:30-17:00

The exhibition area will be open during congress hours

Dismantling time:

Saturday, November 23 17:00 (after last coffee break)-22:00

EXHIBITION SUPPLIER

Exhibition fees cover net stand space only.

Stand equipment and services can be ordered via the official exhibition supplier:

Tara Zwiers

BANO

+31 85 40 18 251

tara@bano.eu

bano
engaging audiences

- ▶ events
- ▶ exhibitions
- ▶ systems integration
- ▶ av rental

Tara Zwiers
Technical Producer

tara@bano.eu
www.bano.eu
+31 (0)85 40 18 251

*click for company details

To access the BANO webshop, please click <https://www.banoshop.nl/coגי/>



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



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Additional furnishing and stand items are available from BANO – if what you need is not listed here, please email Tara tara@bano.eu with your specific requirements

STAND DESIGNS

Exhibitors who build their own stands are required to submit a drawing of their booth for approval. Please send it by **Monday, October 8** to vanessa.fisher@cg-med.com

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

On the ground floor: **3 meters**

On the first floor: **2.20 meters**

A full security and safety reports are required for all customs builds for French Security and Safety clearance. The reports are required by **31 August 2019**.

SHIPPING (EXHIBITION AND DISPLAY MATERIAL)

The COGI official agent:

PAULINE VILLEMARINE

SCHENKER Fairs

Bâtiment M1 – Derrière le Hall 3

Parc des Expositions de Villepinte

Paris Nord II

F- 93420 Villepinte

Contact:

+33.1.48.63.32.41

pauline.villemarine@dbschenker.com

the shipping labels are available at the end of this document as well on the website under *Exhibition information – Shipping Instructions - Agent*

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

DIRECT SHIPMENTS

The venue shipping labels for direct shipments are available at the end of this document and on the website under *Exhibition information – Shipping Instructions – Direct Delivery*

Please see the Delivery Access Map, at the end of this document, for shipment delivery directions.

Material should arrive no earlier than **Monday, November 18th**.

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 1** to vanessa.fisher@cg-med.com



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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 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.



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Additional badges are available to purchase at €300 per badge and limited to 4 additional badges per company.

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.

EVENT NAME	COGI
EVENT DATE	November 21-23, 2019
NAME OF THE RECEIVER (Organization Contact)	Vanessa FISHER
PHONE NUMBER	972529533087
EVENT MANAGER (Marriott Contact)	Alix GUERIAT MASSOT

CENTRE DE CONFÉRENCE
PARIS MARRIOTT RIVE GAUCHE
SERVICE DES RED COAT
17, BOULEVARD SAINT JACQUES
75014 PARIS - FRANCE
00 331 40 78 96 56

NUMBER of BOXES (eg: 1/2) : /	
In case of exhibition:		
BOOTH NAME:	BOOTH NUMBER:	

CONFERENCE CENTER: DELIVERY ACCESS

① Introduction : 17, boulevard Saint Jacques, 75014 PARIS

- Introduce yourself to the Red Coat staff (Congress Coordinator) +33 1 40 78 96 56
- State the event name and describe the delivery

② Delivery : “Plateforme du bâtiment” 12, rue Ferrus, 75014 PARIS

- Loading dock
- The Red Coat staff will show how to access the storage room

