



February 2022

Dear Exhibitor,

We are delighted to welcome you to the **30th World Congress on Controversies in Obstetrics, Gynecology & Infertility (COGI)**, taking place in **Amsterdam, The Netherlands** from **November 24-26, 2022**.

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 note this manual is updated ongoing.

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

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

Sincerely,

Vanessa

Vanessa Fisher
Project Manager

CongressMed | Scientific & Medical Congress Entrepreneurship
e-mail vanessa.fisher@cg-med.com | Mobile: 972 52 953 3087



GENERAL INFORMATION

Congress secretariat

CongressMed Ltd

Scientific & Medical Congress Entrepreneurship

E-mail info@congressmed.com

COGI project manager

Vanessa Fisher

E-mail: vanessa.fisher@cg-med.com

Mobile: +972 52 953 3087

Congress dates

November 24-26, 2022

Venue address

Postillion Hotel & Convention Centre Amsterdam

Paul van Vlissingenstraat 9-11

1096 BK Amsterdam

The Netherlands

<https://www.postillionhotels.com/en-gb/hotels/postillion-hotel-amsterdam>

Congress website

For updated information regarding the Congress, please visit the website: www.cogi-congress.org

Exhibition deadlines

Action Item	Deadline
Company logo and profile	On signing of the order form
Stand Approval	Thursday, November 3, 2022 - <i>custom builds only</i>
List of names for badges	Thursday, November 3, 2022
Electricity, Furniture Rental, Exhibition extras	<i>Via BANO</i>
Direct shipments	Delivery not before November 17, 2022
Exhibition and display material	Exhibitors are welcome to carry in their own items during the exhibition set-up hours.



Exhibition timetable

Exhibition Hours							
Exhibition Set-up	<p>Thursday, November 24 06:00-13:00</p> <p>There is no option for custom builds. Exhibition offered is:</p> <ul style="list-style-type: none"> ➤ Space only - a table, 2 chairs and an electrical point will be provided (no back wall and carpeting included) ➤ Designed booth – as per space only with a designed back wall and carpeting <p><i>Please advise if you will require storage space. We will quote you according to your requirement.</i></p> <p>Conference centre elevators: There is 1 elevator available. There a separate entrance for deliveries – the loading dock is at the back of the convention centre – earliest delivery is at 8am.</p>						
<i>The exhibition area will be open during these hours</i>							
Exhibition Hours	<table border="1"> <tr> <td>Thursday, November 24</td> <td>18:30 - 19:30: Welcome reception</td> </tr> <tr> <td>Friday, November 25</td> <td>09:30-16:50</td> </tr> <tr> <td>Saturday, November 26</td> <td>09:30-16:30</td> </tr> </table>	Thursday, November 24	18:30 - 19:30: Welcome reception	Friday, November 25	09:30-16:50	Saturday, November 26	09:30-16:30
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Friday, November 25	09:30-16:50						
Saturday, November 26	09:30-16:30						
Dismantling	<p>Saturday, November 26</p> <p>Quiet (no noise) from 16:30 (after afternoon coffee break) Noisy (booth etc.) after end of sessions (18:00-23:59)</p> <p><i>All material which is to be returned after the congress must be labelled clearly. Please advise Vanessa Fisher as to the return arrangements made. If you require assistance to arrange return shipments, please contact vanessa.fisher@cq-med.com prior to the congress starting.</i></p>						

Please note:

- Empty crates and packaging material are to be removed after set-up.
- Please contact the COGI project manager if you need storage .
- It is the exhibitor’s responsibility to dispose of all materials after dismantling. Any equipment displayed or other material left behind after Saturday, November 26, after the sessions end, will be considered discarded.
- The exhibition area will be locked at the end of each day. However, please do not leave any visible valuable articles at your stand.



Exhibition floorplan (as of August 2022)



Exhibition supplier

Exhibition fees cover net stand space only.

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

BANO

Email: info@bano.eu

Tel: +31 85 40 18 251

Webshop details to follow

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

Please note: The maximum stand height for any part of your stand: **3 meters** in foyer and **8 meters** in the hall area

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*



Exhibitor badges

All exhibitors are required to be registered and will receive a name badge with the company name and an exhibitor ribbon.

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.

Exhibitor badges will be given as per your confirmed order.

Additional badges are available to purchase at €360 per badge and limited to 4 additional badges per company.

Exhibitor badges are to be collected from the onsite registration desk.

Please complete exhibitor list of names on the excel document [HERE](#). Please download the document, complete the information and send these names no later than **Thursday, November 3** to vanessa.fisher@cg-med.com



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 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.



The 30th World Congress on
Controversies in Obstetrics,
Gynecology & Infertility (COGI)
All About Women's Health

November 24-26, 2022
Amsterdam, The Netherlands



DELIVERY NOTE

PLEASE NOTE THAT THE CENTRE IS UNABLE TO ACCEPT RESPONSIBILITY FOR ANY DELAY/ LOSS THAT MAY OCCUR

DELIVERY ADDRESS: **Postillion Hotel & Convention Centre
Amsterdam**
Paul van Vlissingenstraat 9-11
1096 BK Amsterdam
The Netherlands

EVENT MANAGER: Melissa van Rooij
Tel.: +31637156915
E-mail: melissa.vanrooij@postillionhotels.com

EVENT TITLE: The 30th World Congress on Controversies
in Obstetrics, Gynecology & Infertility
(COGI)

EVENT DATE: November 24 – 26, 2022

STAND NO. / NAME: _____

NUMBER OF ITEMS: _____

* Deliveries will only be accepted from **November 17, 2022**