



**5th World Congress on Controversies
in Breast Cancer (CoBrCa)**

San Francisco, CA, USA, September 4-6, 2019

EXHIBITION MANUAL





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January 2019

Dear Exhibitor,

The 5th World Congress on Controversies in Breast Cancer (CoBrCa) which will be hosted by the University of California, San Francisco (UCSF).

The exhibition manual contains important information intended for your booth construction team, and booth personnel, and provides answers to many key questions regarding your involvement in the CoBrCa2019 exhibition.

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 San Francisco and wish you a successful congress and exhibition.

Sincerely,

Tammy Zangi
Project Manager
tammy.zangi@cg-med.com

Vanessa Fisher
Industry Liaison
Vanessa.fisher@cg-med.com



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Congress Venue

HYATT REGENCY SAN FRANCISCO
5 Embarcadero Center
San Francisco, CA 94111
USA

<https://www.hyatt.com/en-US/hotel/california/hyatt-regency-san-francisco/sfors>

Exhibition Hours (subject to change)

Stand set up time:	September 4, 2019	8:30am - 1:00pm
Soft build:	September 4, 2019	1:00pm - 5:00pm
Show hours:	September 4, 2019	6:30pm – end of Networking Reception
	September 5, 2019	9:00am - 4:30pm
	September 6, 2019	9:00am - 2:00pm
Soft build move-out	September 6, 2019	2:30pm - 7:00pm
Stand move-out	September 6, 2019	4:30PM - 7:00PM

Outbound shipping agreement deadline September 6, 2019 7:00pm

All exhibitors must submit an outbound Material Handling Agreement to the Exhibitor Service Desk.

Carrier check-in deadline September 6, 2019 6:00pm

Re-route deadline September 6, 2019 7:00pm

Shipments not picked up by the exhibitor's carrier and/or remaining on the exhibit floor will be re-routed at this time.

Shell Schemes / Furniture / Accessories / Electricity

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

ERIC PATTERSON
NATIONAL ACCOUNT MANAGER

ALLIANCE
nationwide exposition

p: 772.584.2108 | f: 443.279.2216
e: epatterson@alliance-exposition.com



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Stand Designs

Exhibitors who build their own stands are required to submit a sketch of their booth for approval. Please send your stand designs to vanessa.fisher@cg-med.com

Please note: the maximum stand height for any part of the stand is 2.5 meters and anything above this will need to be approved by the congress organizer and the Hyatt Regency Operations Manager.

Shipping (exhibition and display material)

Official International Freight Forwarder and Customs Broker

Agility Fairs and Events Logistics LLC

Tel: 714-617-6675

US Toll Free: 866-298-3422

Contact: Margaret Churchill

E-mail: mchurchill@agility.com

www.agility.com

Direct Shipments

The venue shipping labels for **direct shipments** are available at the end of this document.

Material should arrive no earlier than Friday, August 30, 2019.

AirWayBill information must be sent to vanessa.fisher@cg-med.com

Exhibitor Services (including stand catering/Internet/Utilities Access)

Samantha Proctor

Event Sales Manager

HYATT REGENCY SAN FRANCISCO

5 Embarcadero Center, San Francisco, CA 94111, USA

Telephone: + 1 415 291 6511

E-mail: samantha.proctor@hyatt.com

Exhibitor Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibitor's name, country and exhibiting company name. Complimentary exhibitor badges enable the exhibitors to access all areas of the congress and exhibition area, including lunches and refreshments.

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

Please send exhibitor names by **Monday, August 12, 2019** to Vanessa.fisher@cg-med.com



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Registration

To register additional participants, please contact cobrcareg@congressmed.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, exhibition 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 after set-up and all aisles must be clear to enable easy audience flow and cleaning.

Stand building

Only one level stands are permitted.

Ceiling hangings 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 predetermined hours. 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.

Changes in size of reserved space

The Organizers reserve the right to allocate an exhibitor to a new location within the exhibition area in the event of a change in size of the reserved exhibition space.

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.



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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 dismantling 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.



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Security and Insurance

The Organizers will not 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 for 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. Organizers 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.

Fire Regulations

All exhibition areas must be sited to allow access to emergency exits and firefighting equipment. The storage of any flammable liquids of fuel within the exhibition is not permitted. Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct locations.

Health and safety at work regulations

It is the responsibility of the exhibitor to ensure that his/her contractor, employees, displays and exhibits comply with the latest legislation regarding health and safe