



6th World Congress  
on Controversies in  
Breast Cancer

November 19-21, 2020 • Berlin, Germany

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Exhibition Manual

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March 2020

Dear Exhibitor,

The countdown to the 6<sup>th</sup> CoBrCa 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 Berlin and wish you a successful congress and exhibition.

Sincerely,

**Vanessa Fisher**  
**Project Manager**  
[vanessa.fisher@cg-med.com](mailto:vanessa.fisher@cg-med.com)



CongressMed  
Tel. +972 72-2790300  
Fax. +972 03 7256266  
[www.congressmed.com](http://www.congressmed.com)



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## CONGRESS VENUE

### **Mercure Hotel MOA Berlin**

Stephanstrasse 41  
10559 Berlin  
Germany  
Tel: [+49303940430](tel:+49303940430)

## EXHIBITION SET UP HOURS

### **DELIVERY DIRECTIONS FOR TRUCKS**

Please note: The venue **does not** have designated truck parking spaces.

### **Address for trucks: Stephanstraße 41**

- ring at the gate and go through
- take the goods elevator to the 2nd floor (Atrium & Reception)

### **SET-UP TIME:**

Thursday, November 19            07:00-14:00

Custom builds – build-up time to be individually advised – please contact Vanessa [Vanessa.fisher@cg-med.com](mailto:Vanessa.fisher@cg-med.com)

**Please note:** The scientific sessions will begin at 14:00, and therefore all noisy build and preparations must be completed by then.

**Please advise if you will require storage space. We will quote you according to requirement.**

There are two goods lifts with following measurements: 3,15m length x 1,60m width x 2,10m height.

### **DISMANTLING TIME:**

Saturday, November 21            17:00 (after last coffee break)-22:00

*All material which has to be returned after the congress must be labelled clearly.*

*Please advise Vanessa as to the return arrangements made. If you require assistance to arrange return shipments, please contact [vanessa.fisher@cg-med.com](mailto:vanessa.fisher@cg-med.com) prior to the congress*

### **Exhibition hours:**

Thursday, November 19            19:45-21:00 (welcome reception)

Friday, November 20                09:30-17:00

Saturday, November 21            09:30-17:00

*The exhibition area will be open during congress hours*



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#### 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](mailto:tara@bano.eu)



The BANO web shop will be available soon.

#### 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 5, 2020** to [vanessa.fisher@cg-med.com](mailto: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 Security and Safety clearance. The reports are required by **Monday, August 31, 2020**.

#### SHIPPING (EXHIBITION AND DISPLAY MATERIAL)

i.A. Stefanie Wilhelm

International Fairs & Exhibitions



Schenker Deutschland AG

Branch Office Berlin, Fairs/ Special Transports

Service building South/ Gate 25

Jafféstraße. 2, 14055 Berlin

Tel.: +49 30 3012995-443 | Fax: +49 30 3012995-459

[Stefanie.Wilhelm@dbschenker.com](mailto:Stefanie.Wilhelm@dbschenker.com)

[www.dbschenker.com/de](http://www.dbschenker.com/de)

[logistik-aktuell.com](http://logistik-aktuell.com)



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The shipping labels and tariff information is available on the website under *Exhibition information – Shipping Agent Manual and Shipping Agent Tarif*

**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 16, 2020.**

#### **RETURN SHIPMENTS**

Please ensure return shipment details are confirmed with your provider. We are not able to store items without prior arrangement.

*\*See Dismantling times above*

#### **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 5** to [vanessa.fisher@cg-med.com](mailto:vanessa.fisher@cg-med.com)

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. Please ensure all back walls are covered if visible.



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### **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.



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### **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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