



8th World Congress
on Controversies in
Breast Cancer



Edinburgh, Scotland, UK
September 11-13, 2024



Updated: Monday, March 4, 2024

Exhibitor's guide

Dear Exhibitor,

The **8th World Congress on Controversies in Breast Cancer (CoBrCa)** will take place in **Edinburgh, Scotland, UK** from **September 11-13, 2024**. We are pleased to announce that this year the congress will be held in partnership with the **UK Association of Breast Surgery (ABS)**, and we look forward to mutual cooperation.

The 8th CoBrCa Congress will continue to directly address key and controversial issues facing clinicians in their daily practice in an effort to find solutions to unresolved clinical and therapeutic problems.

We look forward to your participation in this innovative scientific event.

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 CoBrCa 2024 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 Edinburgh 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

EDINBURGH INTERNATIONAL CONFERENCE CENTRE

The Exchange
Off West Approach Road
EDINBURGH
EH3 8EE
Scotland, UK
<https://www.eicc.co.uk/>

DELIVERIES AND COLLECTIONS

All deliveries to the EICC should be clearly marked with the following:

Exhibitor Name:

Stand No:

Event Name:

Edinburgh International Conference Centre
The Exchange
Loading Bay
Off West Approach Road
EDINBURGH
EH3 8EE
Scotland, UK

Deliveries will be accepted from **2 days** prior the event day.

Items may be left for a very short period of time, if items are to be left and collected by a courier, please ask to a member of our Security Team to give you a Storage Form. Items can be left for **1 working day**, before being stored, charges** will then be applied to release items***. Items left for longer than 5 working days will be disposed of.

Charges may be up to **£100.00 +VAT PER DAY following the 1 working day as mentioned above.

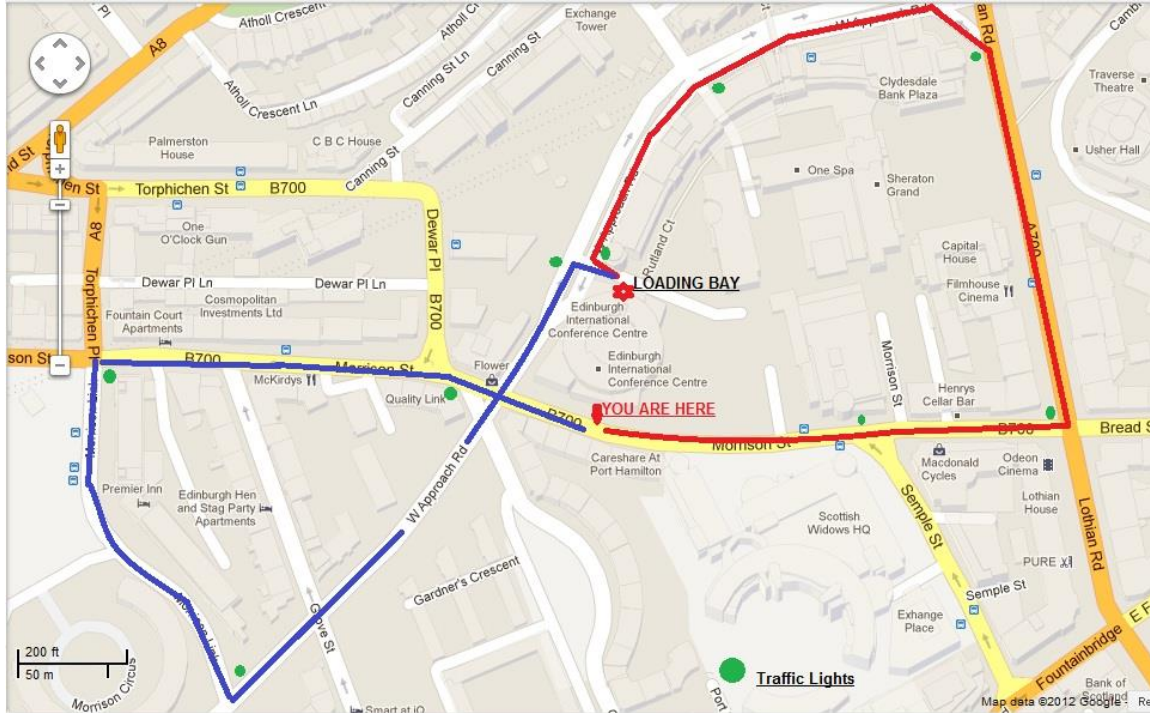
***Payment will be by credit card only. The EICC will not release items to a courier unless payment has been made in full.

It is the responsibility of the Contractors to complete all forms relating to International Shipping correctly. It will not be the responsibility of the EICC or CoBrCa to undertake any paperwork completed in error by the exhibitor that does not enable uplift by the courier.

Procedures for dropping off items in the EICC loading bay

Please note that entrance to the building is via our loading bay located at the **Off West Approach Road, Edinburg - EH3 8EE**

See map detailed below to get to the correct area:



Directions to the EICC loading bay

- Heading: - EAST straight on to LOTHIAN RD. TURN LEFT. Keep in inside lane passing Sheraton Hotel TURN LEFT. Onto WESTERN APPROACH RD. Second set of lights TURN LEFT **LOADING BAY DOUBLE SET OF ROLLER SHUTTERS.**
- Heading: - WEST straight down MORRISON STREET. TURN LEFT onto WESTERN APPROACH LINK; TURN LEFT onto WESTERN APPROACH RD. First set of lights TURN RIGHT **LOADING BAY DOUBLE SET OF ROLLER SHUTTERS.**

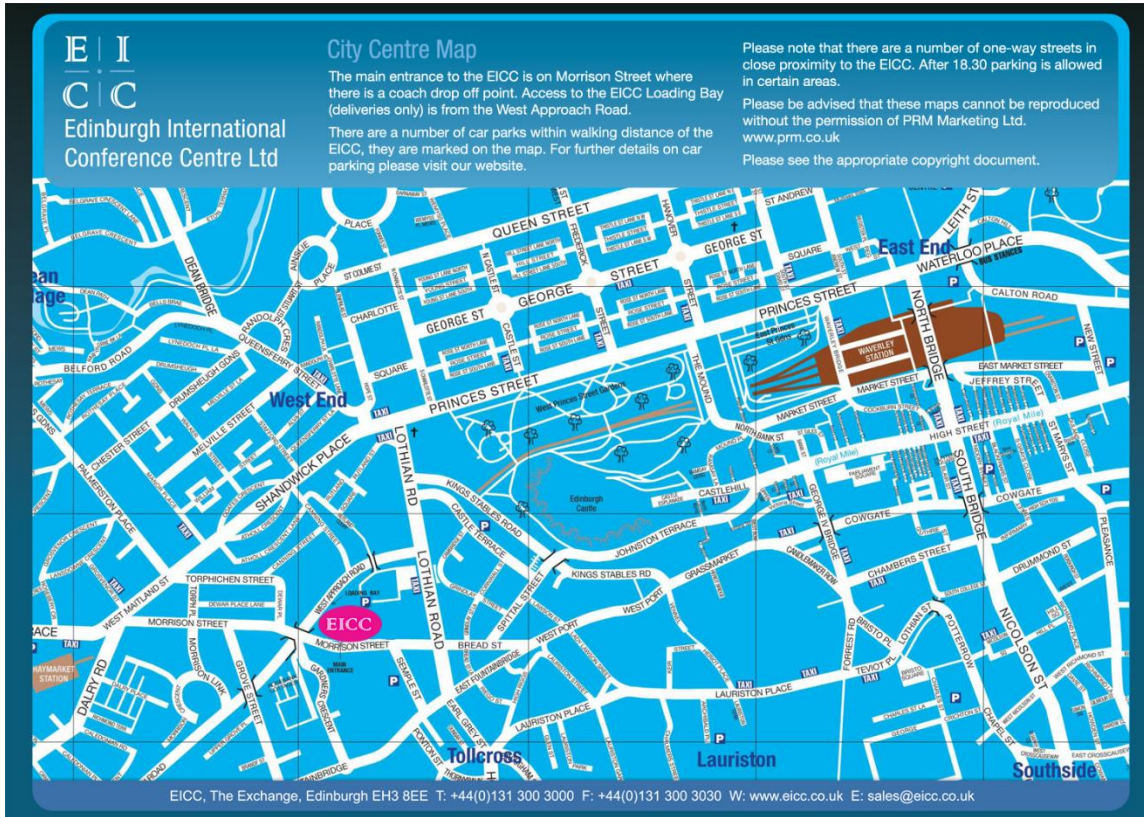
Parking procedures

Vehicles may not be left unattended in the EICC Loading Bay or parked in an unauthorised location nearby.

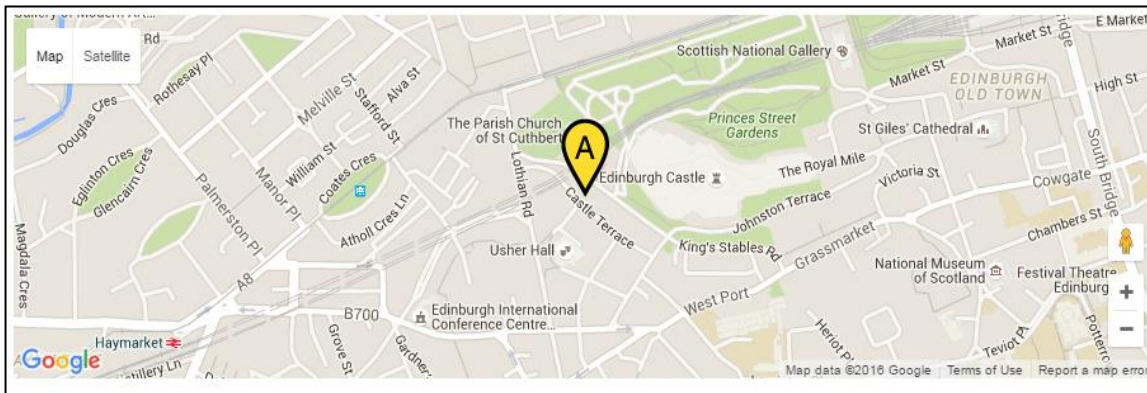
- This means that Event Organisers/Contractors may park their vehicle and unload any necessary items into the EICC's Loading Bay. These items will be stored safely and monitored by CCTV until the exhibitor is ready to move them to their stand.
- As soon as the vehicle has been unloaded, it must be removed off site and parked in an appropriate place.
- Event Organisers/Contractors may not start setting up until they have removed their vehicle.

Car parks near the EICC

The EICC does not have car park facilities and therefore vehicles need to park in authorized areas near the Venue. Please, find below a map showing the nearest car parks around the EICC.



Special deal for delegates of the EICC



Castle Terrace and EICC agreement – discount on the daily rate

- Please, note this 100% contactless and ticketless.
- Download the free NCP ParkPass App
- Register and add the SaverID: **EICC4R** to your parking pass account before arriving at the car park and you must enter and exit by scanning your QR code to qualify for this discount.

COURIER, DELIVERIES & COLLECTIONS, STORAGE & FORKLIFTING

For all stand material deliveries, we strongly recommend that you do not send direct to venue.

Our services will ensure your delivery will be made to stand in-line with Organisers timelines.

Cameron Event Logistics (CEL) services will help you make a positive impact on the events environmental sustainability.

Reducing vehicle numbers, Reducing air pollution, Reducing congestion.

FREE Pre/Post Event Storage at our local warehouse allowing you greater flexibility and more time to get your shipment ready for collection.

Stand clearance and empty case storage is also available upon request, contact us for a quotation.

Please be aware, there are NO storage facilities at the Venue.

Please liaise with CEL directly regarding your logistics requirements via email: info@cameronlogistics.co.uk

All **FORKLIFTING** requirements must be booked through CEL.

To comply with Venue Insurance and Health and Safety requirements, no mechanical handling equipment may be used on the venue premises.

Please contact info@cameronlogistics.co.uk if you require forklift assistance.

Porters

A porter is charged at £27 + VAT per/porter and for a minimum of 4 hours p/day.

Please contact Vanessa if you need portorage services (vanessa.fisher@cg-med.com)

Lifts and access points

Access to the Cromdale Hall is from the Loading Bay, located next to it and there are no levels, all flat floors.

Delegates access from the foyer.

Floor Loading

The floor loading capacity in the Cromdale Hall is 50kN/m².

Distribution of food & beverage

No exhibitors shall distribute or give away any item of food or drink not supplied by the official caterers Leith's at the EICC without express written consent of Leith's. Should you wish to order stand catering, please email the EICC Catering Planner directly karend@eicc.co.uk

Risk assessment

All parties have responsibilities as laid out in accordance with the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, and any mandatory Acts/Regulations relevant to their activities.

It is **NOW A REQUIREMENT** for individual exhibitors and their contactors to submit risk assessments **no later than 10 days prior the event** where **there is deemed to be a RISK associated with your stand, with respect to (for example):**

- Build up, open and break down periods
- Shell and space only constructions
- Contractors and sub-contractors method statements, employed by both the Licensor and their exhibitors, and any identifiable working hazards
- Using of lifting/working machinery
- Hazards to the attendees and other participants
- Special features contained within the event
- Manual handling
- Audience type and number expected, and any particular hazards identified by their nature

Please note that the above list is not exhaustive and should only be used as a guide.

A suitable and sufficient risk assessment is one that

- Correctly and accurately identifies the hazard
- Disregards inconsequential risks and those trivial risks associated with life in general
- Determines the likelihood of injury or harm arising
- Quantifies the severity of the consequences and the numbers of people who would be affected
- Take account of any existing control measures
- Identifies any specific legal duty or requirement relating to the hazard
- Will remain valid for a reasonable time
- Provides sufficient information to enable the employer to decide upon the appropriate control measures, taking into account the latest scientific developments and advances, enables the employer to prioritise remedial measures.

Venue flooring

Floor finish: grey carpet

IMPORTANT:

The venue is carpeted.

If you wish to use your own carpet, you must lay the carpet on a wooden underlay.

No adhesives are to be used on permanent carpeted floors and walls. Any damage will be charged to the exhibitors.



EXHIBITION HOURS

Set-up time:

Stand builders – **Cameron Event Logistics** will begin the bump in on Wednesday, September 11 from 6 am
Soft build and exhibitor access: Wednesday, September 11 from 10:00am
Venue clean-up: 11:00am

Exhibition Hours *(subject to change)*:

Wednesday, September 11, 2024	14:30-18:15 (17:15-18:15 - networking reception)
Thursday, September 12, 2024	09:00-16:30
Friday, September 13, 2024	09:00-10:30

Dismantling time (After lunch break):

Friday, September 13, 2024 11:00-21:00

All exhibitors are to leave the exhibition area by 15:30.

Cameron Event Logistics bump out will be from 11:30– 20:30.

Custom stand exhibitors & builders will arrange bump out details with **Cameron Event Logistics** prior to the congress starting.

EXHIBITION CONTRACTOR *(for all furniture, audiovisual, lighting, power, upgrade & custom stand enquiries & orders)*

We have proudly appointed **Cameron Event Logistics** as our official Exhibition Contractor.

Cameron Event Logistics presents a full-service exhibition experience. They are able to supply the hire of all your exhibition needs from furniture and floors, plants and audio-visual equipment, extra power or lighting and stand upgrades to full custom stand design and construction.

Cameron Event Logistics will send you an Exhibitor Kit with options for the above as well as a request for your fascia signage requirements. This Kit will include your deadlines for signage, printed graphics, upgrade power if required & hire item orders & payment.

3m x 3m Booth (standard size)

These would be standard 3m x 3m booths constructing from white PVC inserts in an aluminium frame.

Each booth consists of the following items:

3m wide x 2.5m high back wall

3m deep x 2.5m high side walls on closed sides

290mm high fascia boards on open sides

1 x Company signage on open sides

(Up to 30 black characters, in capitals, on white PVC panel)

2 x Energy efficient spotlights

1 x 4amp general-purpose outlet (GPO)



FURNITURE / ACCESSORIES / ELECTRICITY

Exhibition fees cover net shell scheme only as mentioned above.

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

STAND DESIGNS

Exhibitors with custom builds are required to submit a sketch of their booth for approval. Please send your stand designs to vanessa.fisher@cg-med.com. Designs are also to be submitted to Cameron Event Logistics for approval.

If you already have a preferred builder, please consider a competitive quote from our official exhibition partner **Cameron Event Logistics**. As specialised designers and builders and already onsite, you will most likely be provided a more suitable, perhaps inexpensive solution. For a design and/or quotation, please contact **Claire** on claire@cameronlogistics.co.uk.

Please note: the maximum stand height for any part of the stand is **3 meters** and anything above this will need to be approved by the congress organizer and the EICC Operations Manager.

SHIPPING (EXHIBITION AND DISPLAY MATERIAL)

FREIGHT FORWARDING / TRANSPORT / LOGISTICS

Cameron Event Logistics can assist with all logistic, storage, and shipment requirements

Please pricing and details, contact **Claire** on claire@cameronlogistics.co.uk.

Please note: Storage will NOT be offered via the EICC.

Storage and return freight are the responsibility of the exhibiting company. Cameron Event Logistics will be able to offer storage and return shipment solutions.

PLEASE NOTE:

The show bumps in on very tight parameters and deliveries will not be accepted at the venue earlier. Furthermore, all freight must be removed from the venue the same night as show close – no exceptions. For these reasons, we highly recommend using the recommended service as their service is door-to-stand and they work weekends and outside normal business hours.

ONSITE MATERIALS HANDLING:

Exhibitors or their stand-builders requiring a **forklift** during move in or move out, must pre-book these services in advance with **Cameron Event Logistics**.

MOVE IN:

Wednesday, 11 September 6:00am - 10:00am *or as otherwise arranged with Cameron Event Logistics*

MOVE OUT:

Friday, 13 September from 11:00am

Outside of these times, additional charges may apply.



STORAGE - EMPTY PACKAGING:

There will be very limited on-site storage facilities for packing materials and boxes (A4 size). It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the exhibition display area during the show. The official freight forwarding company can arrange off-site storage at a cost – more information will follow shortly

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

**Please note car parking on the loading dock is limited to 30 minutes*

DIRECT SHIPMENTS

The venue shipping labels for **direct shipments** are available from vanessa.fisher@cg-med.com

Please note that deliveries should be made to:

All deliveries to the EICC should be clearly marked with the following:

Full Name:

Event Name: 8th CoBrCa

Edinburgh International Conference Centre
The Exchange
Loading Bay
Off West Approach Road
EDINBURGH
EH3 8EE
Scotland, UK

No goods will be accepted prior to 09 September 2024

All goods to be delivered between 7.00 am & 4.00 pm weekdays

Please ensure these are clearly marked as for the CoBrCa congress.

VENUE EXHIBITOR SERVICES (INCLUDING STAND CATERING/INTERNET/CLEANING SERVICES/UTILITIES ACCESS)

Please note that booth cleaning is NOT included and needs to be ordered separately.

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 **August 20, 2024** to industry@congressmed.com vanessa.fisher@cg-med.com

REGISTRATION

To register additional participants, please contact cobrcareg@congressmed.com

EXHIBITION – RULES AND REGULATIONS

Set-up/Bump in

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.

Mandatory Safety vests and closed toe shoes

It's mandatory for all exhibitors to wear closed toe shoes and approved safety vests at all times during move-in and move-out periods. Vests are available for purchase on site.

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.

If you already have a preferred builder, please consider a competitive quote from our official exhibition partner **Cameron Event Logistics**. As specialised designers and builders and already onsite, you will most likely be provided a more suitable, perhaps inexpensive solution.

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/Bump out

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.

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.

Security and Insurance

The Organizers, CEL nor the EICC 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 or 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 safety.



Edinburgh International Conference Centre

Form: EP60



Exhibition ICT Order Form

Event: 8th CoBrCa

Date of Conference: September 11-13, 2024

Telecommunications services are available to stand holders through EICC Ltd. Should you require these services, please complete the order form and forward it, with **prepayment**, to the **Event Design Department, EICC Ltd, The Exchange, Morrison Street, EDINBURGH, EH3 8EE, Email: events@eicc.co.uk**

Forms must be received 14 days before the Conference commences. Late orders will incur a 30% surcharge.

Please complete in type or block capitals (we cannot be held responsible for mistakes resulting from illegible handwriting).

Company		Stand No	
Address			
		Postcode	
Telephone No		E-Mail Address	
Contact Name			
Authorised Signatory			

Please supply the following telecommunication requirements:-

No required	Item Description	Daily Charge (£)	Weekly Charge (3-7 days) (£)
	<i>Wired Internet Connection*</i>	300.00	300.00
	<i>Wireless Internet Connection*</i>	300.00	300.00
	<i>Laptop</i>	150.00	450.00
		Sub Total	
		Plus VAT @20%	
		Grand Total	



8th World Congress on Controversies in Breast Cancer

Edinburgh, Scotland, UK | September 11-13, 2024

*We deliver our connections at a minimum of 20Mb. Please get in touch if you have further requirements.

*Please note that ISDN Lines are specialist connections and are therefore not suitable for internet access.

Should you require any additional services, not listed above, please contact the Event Planning Department for a quotation.

All orders should be accompanied by dates, times and dimensional drawing (in box below) to show the required position of services on the stand.

Please return this form with your payment to:-

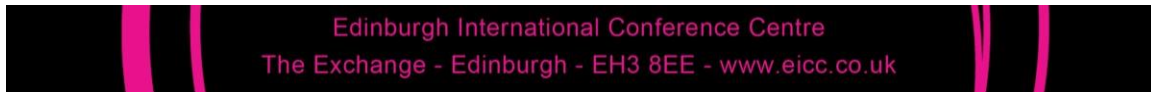
**The Event Design Department
Edinburgh International Conference Centre
The Exchange
Morrison Street
EDINBURGH
EH3 8EE
Email: events@eicc.co.uk**

Telephone Number: 0131 300 3000

Payment may be made by bank transfer to:

Bank Name:	Bank of Scotland
Bank Address:	Princes Exchange, 3 Earl Grey Street, EDINBURGH, EH3 3BN
Sort Code:	80-11-30
Account No:	00814171
Account Name:	Edinburgh International Conference Centre
IBAN:	IBAN GB42 BOFS 8011 3000 8141 71
SWIFT BIC:	BOFSGB21001

Alternatively, payment can also be made by Visa, Mastercard, Delta, Visa Electron, Switch, Solo and JCB. Please call the above number and ask to speak to the Finance Team in order to make a card payment. Please note we do not accept American Express.



G:\AUTHORISED FORMS\EVENTS\2007 EXHIBTION FORMS\Standard Exhibition Forms
Change: 19 January 2023