



**22<sup>nd</sup> World Congress on Controversies in Obstetrics,  
Gynecology & Infertility (COGI)**  
**September 17-19, 2015, Budapest, Hungary**

*All about Women's Health*

June 2015

Dear Exhibitor,

The countdown to the **22<sup>nd</sup> World Congress on Controversies in Obstetrics, Gynecology & Infertility (COGI)** is now on.

Please find enclosed the exhibition manual which contains important information intended for your booth construction team and booth personnel, and provides answers to many key questions regarding your involvement in the COGI exhibition.

We kindly ask that you read through the material carefully and please pass it on to all concerned parties.

We wish you all the best for your preparations for the exhibition and, of course, a successful congress.

As always, we would be happy to assist, should you have any queries.

Sincerely,

**Ruthi Yahav**  
**Project Manager**  
**Ruthi.yahav@cg-med.com**

**Lynn Skulnik**  
**Director of Industry Liaison**  
**lynn.skulnik@cg-med.com**



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**Congress Location**

Syma Event and Congress Centre  
Dózsa György str. 1.  
H-1146 Budapest, Hungary

**Exhibition hours**

• **Set-up time:**

Thursday, September 17, 2015 8:00-15:30

• **Exhibition Hours:**

Thursday, September 17, 2015 19:30 networking reception

Friday, September 18, 2015 09:00-18:00

Saturday, September 19, 2015 09:00-18:00

• **Dismantling time:**

Saturday, September 19, 2015 from 18:00

**Booth / Furniture / Electricity / Internet**



BANO is the official exhibition supplier. The catalogue and order forms are available online at:  
[www.congressmed.bano.eu](http://www.congressmed.bano.eu)

**Handling and Storage**

Motty Wizman  
Hermes Exhibition and Projects  
E-mail: [mottyw@hermes-exhibitions.com](mailto:mottyw@hermes-exhibitions.com)  
Tel: +972-52-602-1958

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



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## **Registration and Accommodation**

For group registration and accommodation bookings please contact:

### **MCI Geneva**

Mathias Guilloux

Project Coordinator

E-mail: [cogieurope.reghot@mci-group.com](mailto:cogieurope.reghot@mci-group.com)

Tel: +41 22 33 99 641

Fax: +41 22 33 99 631

## **Exhibition – Rules and Regulations**

### **Maximum Stand Height**

The maximum stand height for any part of the stand cannot exceed **5m**.

### **Set-up**

Set-up takes place during the hours stated above. Please be aware that the use of glue, sticky tape, staple gun, nails, screws etc. to fix materials to the walls, floor, pillars, mirrors and ceiling is strictly prohibited throughout the entire hotel. The existing floors have to be protected professionally against damage and pollution. In case of very heavy exhibition goods, the floor has to be covered if necessary. Brought in forklifts have to have plastic or rubber wheels. Any damage to the carpets will be the responsibility of the user and charged accordingly.

### **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 shall be entitled to change the layout if this is in the general interest of the exhibition.

### **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.



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### **Stand building**

To maintain an open exhibition area, the exhibitors are requested to maintain sides of stands adjacent to aisles open. Island stands should be accessible from all sides. Nothing may impede the free flow of delegates in the aisles.

Only one level stands are permitted.

Suspensions / hanging devices from the ceiling such as banners, company/product logos are not authorized. The stand must be self-standing.

*Use of Rented Space & Height Limitation* - The use and branding of rented space cannot exceed the rented surface and space in three dimensions. The height limitation communicated above must be respected both for physical and visual devices (e.g. lasers, gobos, etc.).

### **Flow of delegates**

Nothing may impede the free flow of delegates in the aisles. This means that nothing may be built in the aisles; nor may furniture or equipment stand in the aisle space.

### **Manning of stands**

Exhibitors will be required to ensure that their stands are manned during the opening hours of the exhibition and must not dismantle their stands before the published closing time.

### **Waste removal**

Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. Any discarded waste, including promotional material, left behind will be removed by the Organizers at the expense of the exhibitor concerned.

### **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 volume level must not exceed 70dB (A) at the boundaries of the stand. 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.



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Each exhibitor and/or sponsor is responsible for the material and information they make available at the congress. Exhibitors and sponsors 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 and/or sponsors 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 hotel 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 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 exhibiting company is required to take out its 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.

All equipment must be taken from the power supply overnight. Equipment that has to be connected to the power supply is the responsibility of the exhibitor. No damages should be caused by equipment left connected overnight. An agreement from the hotel beforehand is necessary. We strongly advise to lock away any valuables or easy to remove objects.



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**Health and safety at work regulations**

It is the responsibility of the exhibitor to ensure that his contractor, employees, displays and exhibits comply with the latest legislation regarding Health and Safety at Work Regulations. No one under the age of sixteen (16) will be permitted in the exhibition during build-up or dismantling.

**Dismantling**

The break-down of the stands has to 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.