



**World Congress on Controversies
in Breast Cancer**
Melbourne, Australia, October 22-24, 2015

September 2015

Dear Exhibitor,

The countdown to the **World Congress on Controversies in Breast Cancer (CoBRA)** 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 CoBRA exhibition.

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

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,

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

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



World Congress on Controversies in Breast Cancer

Melbourne, Australia, October 22-24, 2015

Congress Location

Pullman on the Park – Melbourne
192 Wellington Parade
East Melbourne
VIC 3002
Australia

Exhibition hours

• **Set-up time:**

Thursday, October 22, 2015 08:00-16:30

• **Exhibition Hours:**

Thursday, October 22, 2015 19:30 networking reception

Friday, October 23, 2015 08:30-17:30

Saturday, October 24, 2015 08:30-17:00

• **Dismantling time:**

Saturday, October 24, 2015 17:00-21:00

Booth / Furniture / Accessories / Electricity / Internet

Staging Connections
Julian Ward
T. +61 (3) 9321 6618
jward@stagingconnections.com

Catering

Sally Simonds
Conference & Events Sales Manager
Pullman Melbourne on the Park
T. +61 (3) 9419 2000
D. +61 (3) 9412 3186
SALLY.SIMONDS@ACCOR.COM

Handling and Storage

Deliveries can be made directly to the Pullman Melbourne on the Park. Deliveries will be accepted from Monday, October 19, 2015.

Please use only the shipping label at the end of this document.

Please do not mix different types of shipments in one box. Exhibition goods, inserts and symposium material should be packed and labelled separately.

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



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Registration and Accommodation

MCI Geneva

Mathias Guilloux

T. +41 22 33 99 641

F. +41 22 33 99 631

cobra.reghot@mci-group.com

Exhibition – Rules and Regulations

Maximum Stand Height

The maximum stand height for any part of the stand cannot exceed **3m**.

Set-up

Set-up takes place during the hours stated previously. 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

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.

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 (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.

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.



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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.

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 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



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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.

COURIER DELIVER TO:

PULLMAN MELBOURNE ON THE PARK

**192 WELLINGTON PARADE
EAST MELBOURNE VIC 3002**

DELIVER TO: Hotel Loading Bay (Access via Wellington Parade)

**Delivery between 07:30 am – 3.00pm Monday to Friday
(Please contact Events Office, if delivering after 3.00pm to
make alternative arrangements)**

ATTENTION: Conferences & Events Department
03 9412 3163

EVENT: COBRA

EVENT DATE: 22-25 October 2015

CONTACT ON THE DAY: Tammy Zangi

ARTICLE #

OF

Pullman Melbourne on the Park does not accept any responsibility
for items held in transit on the premises.

Sender: _____

Company: _____

Address: _____

Telephone: _____