

SPONSORS & EXHIBITOR MANUAL

# WOCOVA

5th World Congress on Vascular Access




20-22 JUNE

**2018**

TIVOLI HOTEL &  
CONGRESS CENTER  
COPENHAGEN  
DENMARK

[www.wocova.com](http://www.wocova.com)

VASCULAR ACCESS: PATIENTS FIRST



TIVOLI CONGRESS HALL



## Useful contact information

### All general information:

Congress Care | Mrs. Daphne Jacobs  
PO Box 440  
5201 AK 's-Hertogenbosch, the Netherlands  
Phone: +31 73 690 1415  
E: [wocova@congresscare.com](mailto:wocova@congresscare.com)

### Audio visual:

For symposia, please contact  
Congress Care,  
[wocova@congresscare.com](mailto:wocova@congresscare.com)

For booths please see webshop:  
<http://cphexpo.com>  
Use the password: tccshop

### Hotel accommodation:

Please see website:  
<http://www.wocova.com/congress-info/2018-accommodation/>

### Freight and forwarding:

Please see webshop:  
<http://cphexpo.com>  
Use the password: tccshop

### Congress Venue:

Tivoli Congress Center  
Arni Magnussons Gade 2  
1577 Copenhagen V, Denmark  
Tel.: +45 4599 0000  
E: [info@tivoli-cc.dk](mailto:info@tivoli-cc.dk)

### Catering:

Via Congress Care,  
[wocova@congresscare.com](mailto:wocova@congresscare.com)

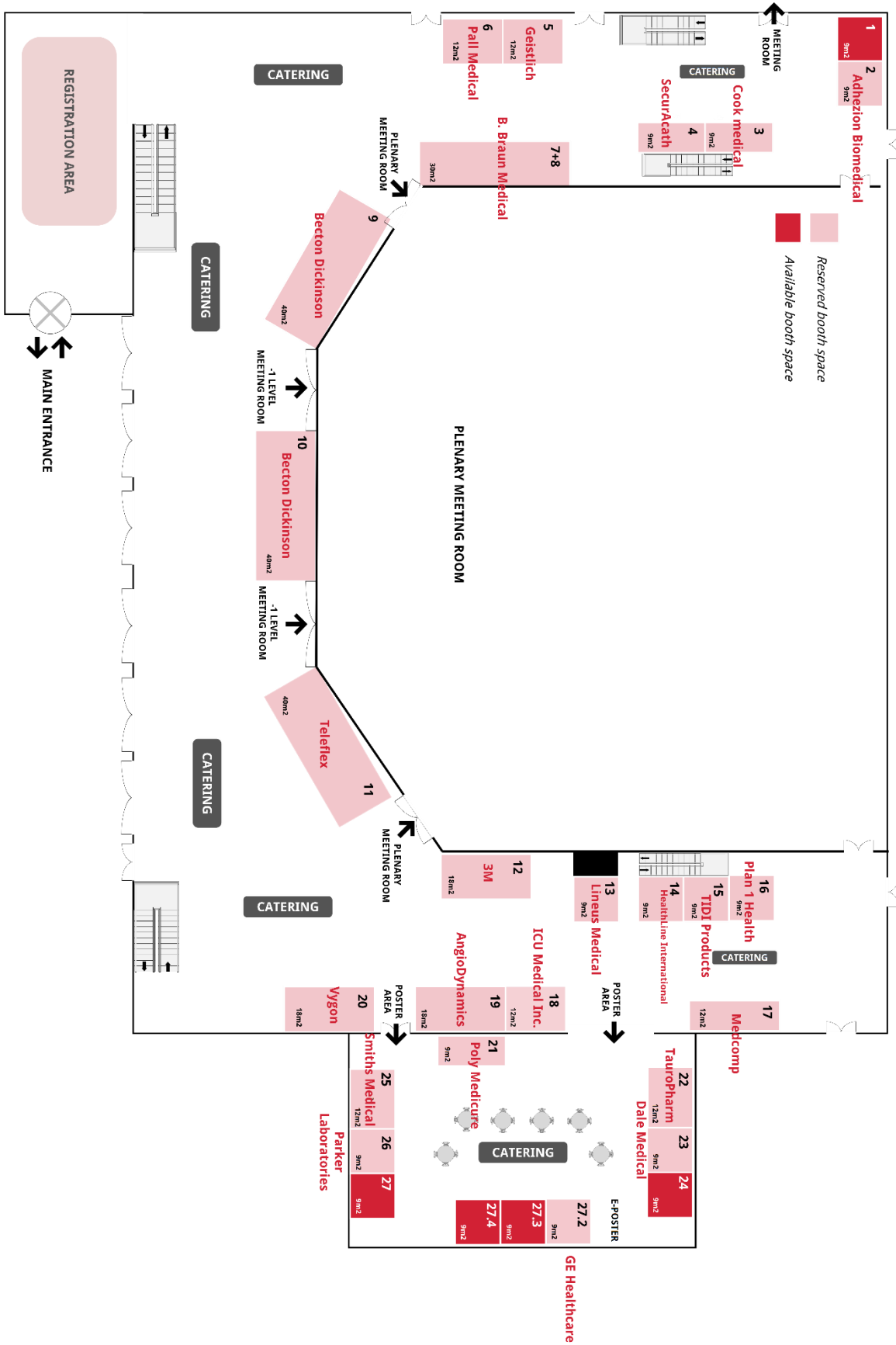
### Stand contractors:

Please see webshop:  
<http://cphexpo.com>  
Use the password: tccshop

## Important dates and deadlines

EXHIBITION & SPONSOR DATES	
<b>20 April 2018</b>	Submission of plans booths over 12sqm
<b>1 May 2018</b>	Deadline submission program Satellite Symposium for approval by the scientific committee
<b>1 May 2018</b>	Deadline submission information text for exhibitor overview in congress brochure
<b>1 May 2018</b>	Deadline submission of advertorial material for program book
<b>18 May 2018</b>	Deadline order A/V materials for symposia
<b>30 May 2018</b>	Deadline submission PDF example of the bag insert for reference
<b>30 May 2018</b>	Deadline delivery bag inserts, see details in freight forwarder
<b>19 June 2018</b>	Building exhibition 08.00 – 23.00 hrs. No construction after 20:00hrs.
<b>20 – 22 June 2018</b>	5 <sup>th</sup> WoCoVA congress days
<b>22 June 2018</b>	Afternoon: dismantling exhibition from 17.00 – 23.00 hrs.

**Exhibition floor plan** (as of 8 March 2018 up to date version please see [website](#))



## A - Z Information

### Build-up

Build-up will start on **Tuesday 19 June 2018 from 8.00 till 23.00 hrs.** No construction after 20:00hrs. Please note that all booths should be completed and staffed in time for the start of the program on Wednesday 20 June 2018.

### Catering

All delegate catering will be served at the exhibition nearby the (parallel) meeting rooms. Tea and coffee will be served at the exhibition during the breaks. Extra catering for your stand must be ordered directly at the organizers. No outside catering (without prior approval) will be permitted in the building. If you require catering please contact: [wocova@congresscare.com](mailto:wocova@congresscare.com).

### Damage to the premises

No nails, screws or other fixtures may be driven into any part of the premises including floors, nor may any part of the premises be damaged in any way. Should any damage occur, the Exhibitor responsible will be invoiced for any reparation charges incurred.

### Dates and hours of opening

The exhibition will be open during the following times:

Wednesday 20 June:	09.00 – 18.30 hrs.
Thursday 21 June:	09.00 – 18.00 hrs.
Friday 22 June:	09.00 – 17.00 hrs.

### Delegate bag inserts

Delegate bag inserts should be delivered through the **Freight Forwarding Company to the Congress Venue**. Deadline: see freight manual. We need 1200 copies. Please mark all the boxes with "congress bag insert WoCoVA, box 1 of ...". Please provide Congress Care ([wocova@congresscare.com](mailto:wocova@congresscare.com)) with a PDF example of your insert.

### Deliveries

On-Site Denmark is our preferred freight Forwarder and On-site handling (drayage) contractor for Tivoli Hotel & Congress Center.

1. Exhibitors are at the liberty to arrange shipment of their goods through any forwarder of their choice. However please note that all site handling can only be performed by On-Site Denmark and all shipments (incl. courier shipments) must be delivered to their advance warehouse
2. All shipments received in the advance warehouse will be delivered to the exhibitors stand, and will be returned to advance warehouse after the show, where On-Site can assist with return freight, or pick up can be arranged.
3. All goods should be shipped to Copenhagen on a "freight prepaid" basis.

4. Airfreight: Shipments should arrive in Copenhagen airport no later than 3 working days before requested delivery at Tivoli Hotel & Congress Center.
5. Road freight: Should arrive at the advance warehouse no later than 2 working days before requested delivery at Tivoli Hotel & Congress Center
6. Courier: Should arrive at the advance warehouse terminal no later than 3 working days before requested delivery at Tivoli Hotel & Congress Center.
7. Please follow the separate guidelines for sending of goods
8. THCC takes no responsibility for receiving, storing or pick up of goods.
9. For more information regarding the handling of shipments, please contact On-Site Denmark directly: Lars Skovhoj – lars@onsitegroup.dk - +45 32820210 [www.onsitegroup.dk](http://www.onsitegroup.dk)

### **Dismantling times**

The Exhibition will officially close at 17.00 hrs on Friday 22 June. Breakdown of stands may not commence before this time. Breakdown will start as of 17.00 hrs. The exhibition area must be cleared of all exhibits/stands/materials by 23.00 hours.

**IMPORTANT – Exhibitors will be responsible for any charges incurred if the Exhibition Area is not clear by the stated time of 23.00 hrs. on 22 June 2018.**

### **Electrical services**

To order electric power, please use the on-line webshop.

Link to the shop: <http://cphexpo.com>

Use the password: tccshop

### **Exhibitor overview in congress brochure**

Each exhibitor may have a maximum of 100 words, excluding name and address, of free editorial copy in the Final congress brochure. Please send your text by e-mail to Congress Care at: [wocova@congresscare.com](mailto:wocova@congresscare.com). The deadline date for receiving this copy is **1 May 2018**.

### **Fire precautions**

In the event of fire, switch off all electrical equipment and machinery in the vicinity of the fire, notify the venue's security immediately and clear the hall promptly by the nearest fire exit.

### **Floor covering / Floral decoration / Furniture**

For the hire of floor covering, floral decoration and furniture, please use the webshop.

Link to the shop: <http://cphexpo.com>

Use the password: tccshop

### **Forklifts for unloading**

Can be arranged with On-Site Denmark directly: Lars Skovhoj – [lars@onsitegroup.dk](mailto:lars@onsitegroup.dk) - +45 32820210  
[www.onsitegroup.dk](http://www.onsitegroup.dk)

**Contact person:** Lars Skovhoj – [lars@onsitegroup.dk](mailto:lars@onsitegroup.dk)

### **Hotel Accommodation**

Hotel accommodation may be booked via the website. Accommodation is available within various categories. Please contact the hotels via: <http://www.wocova.com/congress-info/2018-accommodation/>

### **Integrated Satellite Symposia**

The scientific agendas of all satellite symposia must be submitted for reviewing to Congress Care before **1<sup>st</sup> of May 2018**. The following audio-visual equipment is included in the meeting room:

- LCD Projector
- Laptop (2x)
- Seamless switcher
- Technical support
- Comfort screen for speaker
- Lectern
- 4:3 or 16:9 projection
- Sound system for multiple microphones. The lectern is provided with one fixed and one clip-on microphone. Including 4 micr
- Table for chairman (2 pers)

### **Leaflet distribution**

Leaflets may not be distributed from anywhere other than the Exhibition Stands or within the Integrated Symposia. Companies organising an Integrated Symposium are allowed to promote their symposium only the time slot preceding their symposium (not earlier!). Leaflets displayed or distributed at any other point throughout the venue may be removed and destroyed by the Organizers.

### **Maximum building height & rigging:**

Booths:

Maximum height for building stands in the foyer is 4 meters.

Maximum height for building stands in the Pjerrot, Harlekin, Columbin, Blomstersalen, Ballonsalen & Vandsalen is 3,2 meters.

### Opening hours Registration desk:

Tuesday	19 June 2018	Group pick-ups More information about group pick-ups will be available in due time
Wednesday	20 June 2018	08.30 - 18.30 hrs.
Thursday	21 June 2018	08.00 - 18.30 hrs.
Friday	22 June 2018	08.00 - 17.00 hrs.

### Route description

For your information a route description can be found [here](#) .

### Security

Exhibitors are requested to use common sense precautions at all times and ensure that all stand personnel wear their identity badges. Should any suspicious or unidentified articles be discovered, the fact must be reported to the staff at the Registration Desks immediately. The Stand Manager must ensure that no person either touches or approaches the article concerned until security personnel, the Organizers or the police arrive.

### Staff

The assistance of hostess(es) and/or ancillary staff can be ordered. Please see the webshop.

Link to the shop: <http://cphexpo.com>

Use the password: tccshop

### Stand cleaning

The venue is responsible for the cleaning of the aisles and public areas within the exhibition. However, if you require any extra cleaning for your own stand, then please arrange this directly with the venue (webshop).

Link to the shop: <http://cphexpo.com>

Use the password: tccshop

### Stand personnel

Each exhibitor is entitled to one exhibitor registration per 4m<sup>2</sup> exhibition space. Additional stand personnel may be registered at the special rate of **EUR 200**. Please send an e-mail to [wocova@congresscare.com](mailto:wocova@congresscare.com) to order additional booth personnel.



### **Stand space**

Exhibition space has been contracted on a space-only basis. Unless otherwise agreed in writing by the Organizers, exhibitors are not authorised to sublet, share or transfer their stand space. In the event of an exhibitor failing to take possession of his stand the Organizers have the right to re-allocate the stand and all monies paid shall be forfeited.

Shell scheme can be ordered on-line.

Link to the shop: <http://cphexpo.com>

Use the password: tccshop

### **Storage**

There is very limited storage space at the venue and exhibitors are asked to make their own arrangements for the removal of all boxes, packing materials etc. prior to the opening of the exhibition.

### **Submission of plans**

All companies taking a free build site over 12sqm must submit their stand designs for approval no later than 20 april 2018. These must submitted to:

**Congress Care:** e-mail: [wocova@congresscare.com](mailto:wocova@congresscare.com)

### **Telephone / Internet**

For ordering telephone / internet services, please see webshop.

Link to the shop: <http://cphexpo.com>

Use the password: tccshop

### **Terms & conditions of exhibiting**

Attention is drawn to the Terms & Conditions of Exhibiting contained within this manual.

### **Unloading details**

The exhibition areas are all located ground floor. More information please see handbook exhibitors on [website](#)

### **Welcome reception – Wednesday 20 June 2018 from 18.00 – 19.00 hrs.**

Booth Personnel is invited to attend the Welcome Reception at the exhibition.

## **Terms and conditions of exhibiting**

### **1. Definitions**

In these Regulations the term Exhibition in all cases refers to the aforesaid Trade Exhibition, being held in conjunction with the aforesaid Congress. The term Exhibitor includes any person, firm, company or corporation and its employees and agents to whom space(s) has been allocated for the purpose of exhibiting at the Exhibition. The term Organizers means Congress Care on behalf of the Organising Committee. The term Premises refers to those portions of the stated venue licensed to the Organizers.

### **2. Installation and Removal of Exhibits**

Exhibitors will be advised of when they may commence installation of exhibits. Exhibitors are prohibited from commencing such installation until the time nominated to them. The Organizers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitors work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the Organizers shall be modified forthwith by the Exhibitor in such manner and within such time as the Organizers may require and in default the Organizers may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise. No exhibitor shall erect any sign, stand, wall or obstruction, which in the opinion of the Organizers interferes with or over shadows an adjoining Exhibitor. The Exhibitor is responsible for the safety of his products, display and stand. During breakdown period NO material should be left unattended at any time. It is the responsibility of the Exhibitor to leave his stand space clean and tidy during the Exhibition and after dismantling. All exhibits, displays, stand fittings and materials must be removed from the Premises by the time and date stated by the Organizers. Removal of exhibits and dismantling may not commence until after the official closing time. Any special arrangements for installation or removal of exhibits must be made in consultation with the Organizers.

### **3. Stand Construction and Services**

For insurance, security reasons and to adhere to regulations stipulated by the stated venue the Organizers will appoint official contractors for all stand construction, all electrical services (mains and fittings) and all ancillary services. Due to the necessity of co-ordinating all activities during installation and dismantling periods and for security purposes, NO other contractors will be permitted to undertake any of this work without prior consent of the Organizers.

### **4. Application**

The Organizers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition. An Exhibitor may not, except by express written permission of the Organizers display directly or indirectly, advertise or give credits to any products other than his own or his named principals. The display of acknowledgement or credit indicating membership of organizations or Trade Associations is not allowed except by express written permission of the Organizers. The Organizers reserve the right to have masked or removed from the Premises any product or sign violating this regulation. The Organizers reserve the right to postpone the Exhibition from the set dates, and to hold the Exhibition on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Organizers. The Organizers reserve the right to change the exhibition floor layout if necessary. The Organizers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organizers.

### **5. Cancellation**

Cancellations must be submitted by registered post. Cancellation fee of 50% of the contract price will be charged if the cancellation is accepted up to 6 months before the Exhibition Opening. 100% of the contract price if the cancellation is accepted within 6 months prior to the Exhibition Opening.

### **6. Bankruptcy or Liquidation**

In the event of an exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the Receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the Exhibitor under contract shall be forfeited.

### **7. Occupation and Payment of Stand Space**

The Exhibitor, his servants, agents, employees and contractors may enter the building at a time which will be nominated to them for the purpose of stand dressing and fitting. In the event of an Exhibitor failing to take possession of his stand the Organizers have the right to re-allocate the stand and all monies paid shall be forfeited. No Exhibitor shall occupy his stand space in the Exhibition until all monies owing to the Organizers by the Exhibitor are paid in full

**8. Obstruction of Gangways and Open Spaces**

Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or affect the displays of neighbouring exhibitors. Exhibitors will not be allowed to project onto the gangways, ceilings or walls, which are not part of their stand. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times. They must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during installation and dismantling periods. Any Exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the Organizers at the Exhibitors expense and risk.

**9. Conduct of Exhibitors and Representatives**

- Annoyance: The Organizers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other Exhibitors or visitors. Business must be conducted only from the Exhibitors own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.
- Microphones/Audio Visual Equipment: The use of microphones/audio visual equipment is permitted, but the volume must not be such as to cause annoyance to other Exhibitors. The Organizers reserve the right to prohibit their use if in the Organizers opinion any annoyance is being caused.
- Publicity Material: Any publicity material shall be displayed and/or given away only from the Exhibitors own stand.

**10. Trade Union Labour**

All stand fitting, construction or display work should be carried out by members of the appropriate Trade Unions recognised by the Exhibition Industry at the rates of pay and overtime and conditions in accordance with the Terms of the Working Rules Agreement currently in force.

**11. Electrical Requirements**

Full lighting and power services will be available to the Exhibitor through the official electrical contractor. Electrical devices, which interfere with radio or television systems, must be switched off immediately if requested by the Organizers. The use of electrical appliances such as coffee machines, etc. shall only be permitted if they conform to the conditions concerning electrical appliances as laid down by the appropriate authority and other statutory bodies. Before such appliances are used, permission must be obtained from the Organizers. The use of immersion heaters and electric heaters with unguarded elements are not permitted.

**12. Dangerous Materials and Exhibits**

The Exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the appropriate authority and other statutory bodies. Any material or exhibit not approved by the appropriate authority or by the Organizers must be removed from the building at the request of the Organizers.

**13. Fire Precautions**

In accordance with the requirements of the appropriate authority, all material used in construction work, display materials etc. must be effectively fire proofed or made of non-flammable materials in accordance with the standards of every appropriate authority. Fire extinguishers will be provided by the Organizers in the display areas and placed as regulations require. The Exhibitors must comply with any reasonable instructions given by the appropriate authority or the Organizers to avoid the risk of fire.

**14. Damage to the Premises**

No nails, screws or other fixtures may be driven into any part of the Premises including floors; nor may any part of the premises be damaged or disfigured in any way. Should any such damage occur, the

Exhibitor responsible would be invoiced for any reparation charges incurred.

**15. Cleaning**

The Organizers will arrange for the daily cleaning of the aisles outside the Exhibition open hours. Exhibits will not be cleaned.

**16. Security Services**

The Organizers will arrange a site security service during the period of the Exhibition but will accept no liability for loss or damage.

**17. Storage**

There are no storage facilities available within the Exhibition area or premises (unless space has been purchased from the Organiser prior to the Exhibition and only if available). Exhibitors are advised to make their own arrangements for removal and storage of packing cases, etc. Under no circumstances may packing materials of any kind be left in the aisles or on the stands.

**18. Freight and Transport**

The Organizers will appoint official forwarding agents for temporary importation of goods for the Exhibition. Overseas exhibitors wishing to bring in goods or materials for temporary importation MUST contact the Organizers for details of the official contractor.

**19. Liability**

Whilst the Organizers will endeavour to protect exhibition property whilst on display at the Exhibition, it must be clearly understood that the management of the Premises, the Organising Committee and the Organizers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Organizers against all claims and expenses arising there from.

In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed or altered in any way in whole or in part, or if the Organizers find it necessary to change the dates of the Exhibition or vary the hours the Exhibition is open, the Organizers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition. The Organizers shall further not be liable for any loss, which the Exhibitor or Exhibition Contractors may incur owing to the intervention of any authority, which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

**20. Insurance**

Exhibitors are required to take the appropriate insurance and ensure the Organizers are sent a copy of the documents. The Organizers can advise Exhibitors of suitable Insurance Brokers upon request.

Particular attention is drawn to the need for the following: Abandonment Insurance: Exhibitors will have seen from paragraph 19 above that the Organizers are not obliged to return any monies paid for space in the event of cancellation or restriction of the Exhibition. Stand, Fixtures and Similar Insurance: All risks on loss or damage to Exhibitors property, fixtures, fittings and all other property of a similar nature such as personal effects of directors, principals and employees whilst on the Premises and transit risks from the Exhibitors premises to the Exhibition and return.

Public Liability: Liability to the public may arise out of the Exhibitors activities and should be covered by insurance.

**21. General Conditions**

The Organizers are responsible for the control of the Exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of the Organizers is final and decisive on any question not covered in the foregoing regulations. The Organizers may from time to time add to or vary these rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Exhibitor under this agreement and shall not operate to increase the liabilities of the Organizers. Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the Organizers may occupy the Premises and with the policies of insurance effected by the Organizers. Copies of the Agreement and policies of insurance may be inspected at the Exhibition office 30 days prior to the opening of the Exhibition.

Signature of the Exhibition Contract implies acceptance of these Exhibition Rules and Regulations and Conditions.

**Disclaimer**

The Information provided in this Technical Manual has been prepared by Congress Care to assist the exhibitors.

While every care has been taken to ensure that the details are correct at time of issue, Congress Care and WoCoVA shall not be liable, or responsible to any Stand Organiser, Exhibitor or any other person, in respect of inaccuracy or omission in the information contained herein, nor shall they be responsible or in any way concerned with any contract or agreement made by Stand Organiser or Exhibitor with any person, firm or company whose services are described herein.

CONGRESS CARE – March 2018