



Paris, France
31 Oct – 3 Nov 2016

Mobilising
Action
Inspiring
Change



2016 World
Cancer Congress
Global Village
Exhibitor Manual



Le Palais des
Congrès de Paris

worldcancercongress.org



Hosted by:





Welcome note

Dear Exhibitor,

Thank you for committing to participate in the 2016 World Cancer Congress that will draw around 3,500 delegates from around the world to the Palais des congrès, in Paris, France from 31 October - 3 November 2016.

Please carefully review this *Global Village Exhibitor Technical Manual*. It is an essential tool that will provide all the information you need to prepare for a successful exhibit in the Global Village in Paris. Please be sure to communicate the information contained in this manual to our agencies and/or contractors.

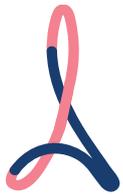
If you have questions after reading this document, please contact:

Ronan Carella
Global Village Exhibit Coordinator
+41 22 809 1805
carella@uicc.org

In his absence, Jessica Mathieu can also be reached on +41 22 809 1828 or mathieu@uicc.org.

We look forward to welcoming you to Paris, and we wish you a successful Congress.

The UICC Congress Team



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SECTION 1 – WORLD CANCER CONGRESS VENUE	6
Welcome to Paris	6
About the Palais des Congrès	6
Getting to the Palais des Congrès	7
General access	7
Travelling with your own car	7
Catch a taxi	7
Travelling by public transport	8
Hotel Information	10
SECTION 2 - GENERAL INFORMATION	10
Attendee Profile	10
Congress Official Language	10
Daily Programme	10
Registration desk hours	10
Global Village coordination	10
Global Village floor plan	11
Global Village activities	11
Make your exhibition space lively and memorable	11
Win the best Global Village booth contest!	12
More information to come soon.	12
Enhance your participation	12
Promote your participation now	12
SECTION 3 - GLOBAL VILLAGE EXHIBIT TECHNICAL INFORMATION	13
Global Village Planning Checklist	13
Web form	13
For space only stands	13
Place all your orders for your stand	14
Register your delegation	14

Registration and Badges (For Exhibitors)	14
Global village timetable at a glance	15
Booth Types	16
Space only (Min. 9m2)	16
Shell stands (Min. 9m2)	16
Equipped stands (Min. 9m2)	16
Information panel (Approx. 1m2)	16
Stand Design – information for space only	16
SECTION 4 - OFFICIAL CONTRACTOR SERVICES	17
Global Village Official Suppliers	17
Services	18
Furnishing and finalising your booth	18
Power	18
Freight Forwarding / Transport / Logistics	18
Internet - Free Wi-Fi	19
Stand cleaning	19
Catering on your exhibition space	19
SECTION 5 - RULES AND REGULATIONS	20
Exclusion from liability	20
2016 World Cancer Congress imagery	20
Global Village exhibitors guidelines	20
Global Village audience and use of space	20
Global Village – your contact point	21
Ancillary services	21
Lost and Found	21
Exhibitor code of conduct	22
Advertising	22
Audience	22
Audio activity on stand	22
Disposal of waste	22
Gifts and handouts	22
Lotteries, games and prizes	22
Overflow of activity	22
Photography and other image capturing	23
Presence	23
Security and insurance	23
Smoking	23
Stand sharing	23

Suppliers 23
Surveys 23
Other situations 23

Exhibition deadlines 24

SECTION 6 – CONTACT UICC 24

SECTION 1 – WORLD CANCER CONGRESS VENUE

Welcome to Paris



Paris, France's capital, is a major European city and a global centre for art, fashion, gastronomy and culture. Its picturesque 19th-century cityscape is crisscrossed by wide boulevards and the River Seine. Beyond such landmarks as the Eiffel Tower and the 12th-century, Gothic Notre-Dame cathedral, the city is known for its cafe culture, and designer boutiques along the Rue du Faubourg Saint-Honoré.

About the Palais des Congrès

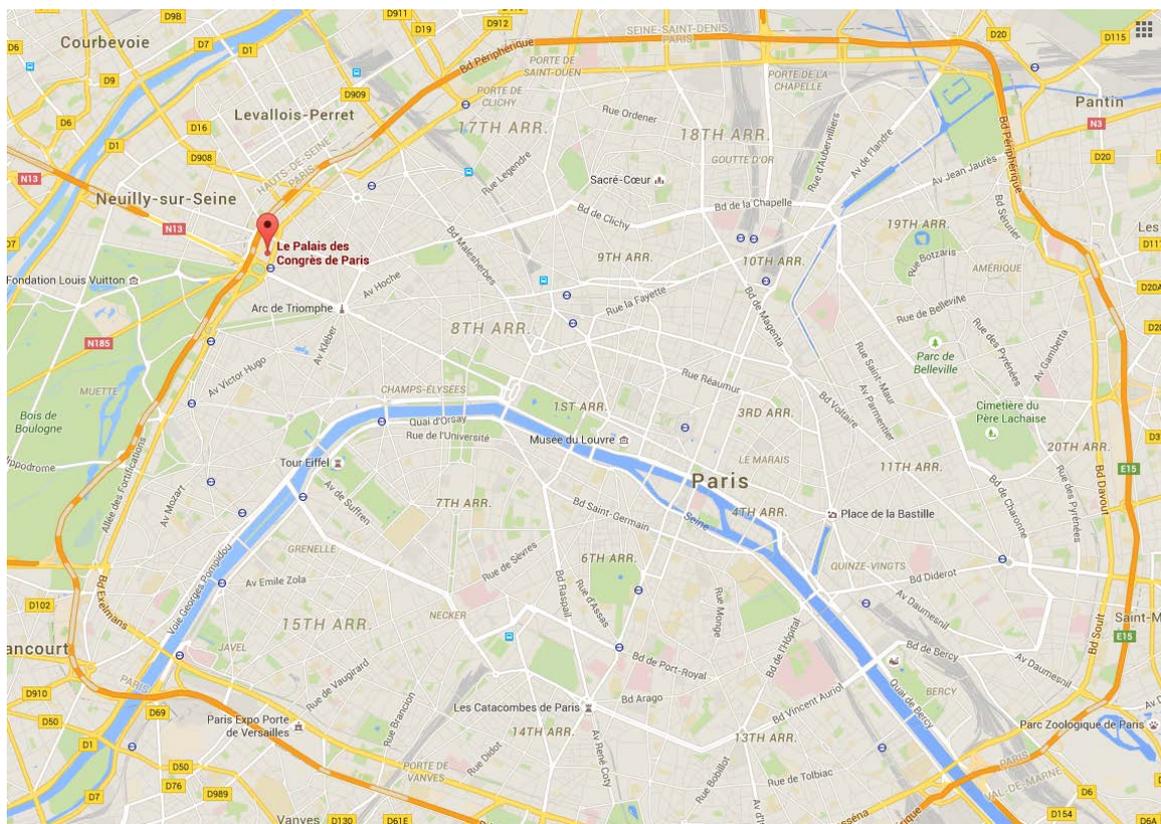


logo on their main building facade.

The Palais des Congrès de Paris, managed by the group VIP Paris, is a concert venue, convention centre and shopping mall located in the 17th arrondissement of Paris, France. The venue was built by French architect Guillaume Gillet, and was inaugurated in 1974. Nearby the venue are Bois de Boulogne and the affluent neighbourhood of Neuilly-sur-Seine. The closest métro and RER stations are Porte Maillot and Neuilly – Porte Maillot, accessible via the lower levels of the building.

The Palais des Congrès, located in one of the busiest intersection in Paris, marked World Cancer Day on 4 February 2016 by projecting the

Getting to the Palais des Congrès



Palais des Congrès de Paris
2 Place de la Porte Maillot, 75017 Paris, France

General access

http://previous.imcas.com/medias/venue/palais_des_congres/images/en_map.jpg

Travelling with your own car

- 25 min from **Charles-de-Gaulle airport**
- 25 min from **Paris-Orly airport**
- From motorways A1, A4, A6, and A15:
- Follow signs to Paris, access via western ring road, exit Porte des Ternes
- From motorways A3, A13, A14:
- Follow signs to Paris, access via northern ring road, exit Porte Maillot
- Underground car park with almost 1,500 spaces with direct access to the Palais des Congrès.

Catch a taxi

You could ask the taxi driver to drop you off at Palais des Congrès de Paris – Porte Maillot.

Travelling by public transport

[Public Transport website \(click here\)](#)

From Paris - Charles-de-Gaulle airport

Air France coaches take you directly to Porte Maillot, on average every 30 minutes (it takes around 35 minutes).

From Paris-Orly airport

- Go C Paris shuttle bus (every 15min) – Get off at **Pont de Rungis**
- **RER C** – Get off at **Porte Maillot – Palais des Congrès**

From Gare du Nord (train station)

- **Metro line 4** (to Mairie de Montrouge) – Get off at **Châtelet**
- **Metro line 1** (to La Défense – Grande Arche) – Get off at **Porte Maillot – Palais des Congrès**

From Gare de Lyon (train station)

- **Metro line 1** (to La Défense – Grande Arche) – Get off at **Porte Maillot – Palais des Congrès**

From the city

- **RER C** – Get off at **Porte Maillot – Palais des Congrès**
- **Metro line 1** – Get off at **Porte Maillot – Palais des Congrès**

Accessibility

The Palais des Congrès de Paris works hard to ensure they provide an inclusive environment for visitors, contractors and employees and address the needs of all users of the venue.

[Click here for the map access and routes for persons with disabilities](#) (in the “Site maps” section)

Hotel Information

UICC has secured hotel rooms near the Palais des Congrès de Paris at exclusive discounted rates. These special rates are only available through the registration process and we recommend you book early to avoid missing out as there is limited availability. UICC's partner agency for the event, **MCI France**, based in Paris, manages all hotel reservations and delegate registration.

To view the different hotels on offer, click [HERE](#).

To secure a group booking, please fill in this [online form](#).

SECTION 2 - GENERAL INFORMATION

Attendee Profile

The 2016 World Cancer Congress is expecting to welcome about 3,500 cancer specialists from more than 115 countries. The Congress is a multidisciplinary event and all cancer-related professions will be represented, providing a unique mix of expertise at the highest level.

Congress Official Language

The official language of this Congress is English however some sessions will be translated from English to French and vice versa and a limited number of sessions will be available in Spanish only.

Daily Programme

To consult the Online Daily Programme, please click [HERE](#).

Note: please note that the schedule is subject to change.

Registration desk hours

The Congress registration desk, located on level 3 in the *Hall Havane* in front of the main escalator, will be open as follows:

Sunday 30 October	Exhibitors 16:00 - 19:00
Monday 31 October	Master Course 08:00 - 10:00 Exhibitors 10:00 - 20:00 Delegates 15:00 - 20:00
Tuesday 1 November	08:00 - 18:30
Wednesday 2 November	08:00 - 18:30
Thursday 3 November	08:00 - 16:30

Global Village coordination

The World Cancer Congress Team is eager to make the Global Village a success for all; in this spirit, each confirmed exhibitor agrees to conform to the rules and regulations stated in this manual. These regulations apply to all representatives, employees and/or guests of all exhibitors. We thank you in advance for your cooperation.

If you have any queries regarding your participation in the Global Village of the 2016 World Cancer Congress, please do not hesitate to contact Ronan Carella, UICC Congress Coordinator at carella@uicc.org or on +41 (0) 22 809 1805

Global Village floor plan

The Global Village will be set-up in the Hall Havane and Hall Bordeaux, on level 3 of the Palais des Congrès de Paris. To view the most up to date Global Village [floor plan](#), please click **HERE**.

Global Village activities

The following activities will take place in the Global Village and are designed to attract continuous traffic flow in the area to maximise exhibitor exposure:

- Global Village Welcome Reception and Congress Closing Reception
- Complementary Morning and Afternoon Networking breaks
- Lunch Breaks (user-pay) in the catering areas
- E-poster presentations in the dedicated e-poster pods
- E-poster screens
- International Exhibition
- UICC space including the social media photo booth
- Patient Group Pavilion
- Tennis Sport Health and Well-Being – demo and expert discussions
- Lounge and catering areas
- UICC Members Meeting Room - complimentary use for UICC member organisations (upon availability) – to book an hourly slot, please contact Ronan Carella at carella@uicc.org
- Literature display stand
- NCD café and its discussions during each break
- Meetin' Café and its discussions during each break

Make your exhibition space lively and memorable

In order to enhance the participants' experience, and to maximise traffic and repeated visits within the Global Village, we would highly recommend that you organise a number of special activities and events on your exhibition space. This would help delegates remember your space, come back for different visits throughout the 4 days and considerably enhance their experience and yours too.

We have listed below a number of examples of activities or events, but feel free to be as creative as possible:

- Meet the Expert / or VIP guest on your space during a specific scheduled slot during a networking break (this interactive session could be accompanied by some canapés and beverages)
- Organise an educational activity on your stand (for example a best practice presentation/seminar on "How to..." i.e. "How to use Twitter" or a more specific presentation).
 - A demonstration of a specific tool
 - A "relaxing activity"
 - A competition aligned with something that your organisation does (it could be a quiz, with a prize draw (great to collect business cards))
 - Photo booths (provide some fun and cultural outfits)
 - An idea box – on a specific theme (one idea vs. one gift)

Once we receive the details of your activity/event, we will help you promote it to the Congress participants. In the meantime, make sure you start promoting your participation a LONG time in

advance to your entire network. To reach the Congress delegates, feel free to use the Congress smartphone application.

Please submit your activities, along with their date and time to carella@uicc.org or through the web form (Click HERE) and we will promote them on our Congress website, on the Congress smartphones application and in our social media campaign (please use the twitter hashtags **#2016WCC** and/or **#CancerCongress**).

To maximise your social media strategy before and during the Congress, please go to <http://www.worldcancercongress.org/global-village-corner/exhibitor-resources> and download the Social Media Toolkit we prepared for you.

Win the best Global Village booth contest!

We are launching a Global Village contest: the best booth will win the contest and win a free booth (fully equipped, 9 sqm) in the World Cancer Congress 2018 in Kuala Lumpur (1 - 4 Oct 2018).

Selection criteria are:

- Engagement with the Congress audience
- Tactic to attract congress delegates on your booth (ex. Through an original and inspiring activity)
- Alignment of your activity (or organisation activity) with the Congress theme “Mobilising Action, inspiring change”.

More information to come soon.

Enhance your participation

UICC has been promoting the Global Village in past WCC e-newsletters, reaching out to over 6,500 recipients and with an opening rate above the average within the industry. The Global Village has also been highlighted through UICC's e-newsletter sent to all our members and partners.

Your organisation is listed online on the WCC website, and will appear in the WCC Mobile Application as well as onsite at the Congress on the Global Village map.

Promote your participation now

a) Before the World Cancer Congress:

- Please contact us should you wish to receive the WCC logo and promotional e-banner. We can customise it for your so you can place it on your website, e-newsletters, e-signatures and much more. Contact Ronan Carella at carella@uicc.org for your customised banner, including the wording you would like to use. Here is an example of the banner:



- Send an E-blast to your network: let others know that you will be present in the World Cancer Congress Global Village.
- Send a “Save the Date” and tell your network to join you at the World Cancer Congress.
- Do you have partners/colleagues/branch in France and in the European region? Do not miss the opportunity to keep them informed and invite them to come by your booth.
- You can use social media to promote your Global Village participation. Don't forget to use the official event hashtags – **#2016WCC** or/and **#CancerCongress** and tag **@uicc** – to expand your tweet's reach. Find out more about maximising your social media presence before and during the Congress thanks to the dedicated Social Media Toolkit at <http://www.worldcancercongress.org/global-village-corner/exhibitor-resources> .

b) During the Congress:

- **Your Global Village space**

Make your booth stand out: organise activities, design visuals, and create a unique set-up that will differentiate it from other booths.

- **Connect with Congress delegates and invite them to your session**

Do not miss the opportunity to connect with Congress delegate's onsite. Use the dedicated e-networking platform available on the Congress Smartphone application to find access the list of participants, connect with them and invite them to your session.

SECTION 3 - GLOBAL VILLAGE EXHIBIT TECHNICAL INFORMATION

Global Village Planning Checklist

Please read carefully the information provided in this manual and make sure to complete the following steps for a successful Global Village participation.

Web form - Complete the **web form before 2nd September** to indicate:

- o Your organisation's name as it should be displayed in the WCC website, on the official Congress App and onsite.
- o Your organisation's description in 90 words maximum, with address, contact email, telephone number (including the international dialling code) and website

[Click HERE to access to the web form](#)

For space only stands - please liaise with our appointed Stand Builder, GL Events, Marine Delescluse marine.delescluse@gl-events.com +33 (0) 3 20 59 12 19, to design your exhibition space. All plans should be submitted to UICC for approval **before 2nd September**.

Place all your orders for your stand by contacting the official suppliers (see Global Village Official Suppliers – Services section below for more details).

Due date: Please contact the suppliers for exact dates.

Register your delegation before 2nd September by contacting MCI France in charge of the World Cancer Congress Delegate Services such as registrations and hotel reservations.

Registration and Badges (For Exhibitors)

MCI France will directly contact you to register your staff benefiting from the Exhibition badges. If you have any question regarding your badge registration, please contact Valérie How Ho Fat at MCI France at registration@2016-wcc.com.

All Exhibitors must be registered and wear their Exhibitor badge during set-up, exhibition times and dismantling.

Exhibitor badges provide access to the Global Village and:

- Access to the Meetin' café and NCD café
- Invitation to the Welcome Reception, Opening Ceremony and Closing Reception
- Delegate material (including access to Congress Smart Phone application which includes the e-networking functionality)
- Invitation to the cultural and social evening organised by the Local Host Committee; "A funfair of yesteryear" at Les Pavillons de Bercy – Limited availability to the first 700 registered participants.

Exhibitor Badges will be provided as follows:

- Up to 9m2.....2 badges
- 10m2 to 30m23 badges
- 31m2 to 75m25 badges

Do you need more passes for your team? A few options include:

- Purchase additional exhibitor passes, 150€ for the 3 days
- Upgrade your exhibitor pass to a full delegate pass (to attend the conference): 250€¹
- Purchase full delegate passes²

For all these options, simply contact Valérie How Ho Fat at MCI France at registration@2016-wcc.com.

Badges can be ordered now and will be ready for pick-up onsite at the Exhibitor's Registration Desk (in the main registration area) from 30 October 2016 at 16:00.

No badges will be mailed ahead of time.

IMPORTANT - Please note that we are unable to refund any individual that has already paid and registered for a full delegate badge to the 2016 World Cancer Congress and whom would like to convert it into an exhibitor badge.

Working badges limited to set-up and dismantling times are free of charge and can be obtained onsite and must be picked up at the Exhibitor Registration Desk from 30 October at 16:00. Working badges are only valid during setup and dismantling times and their use by individuals not belonging to the temporary or permanent staff of the Exhibitor is prohibited.

¹ Valid for exhibitors only

² Full price list available at <http://www.worldcancercongress.org/registration>

Global village timetable at a glance

Sunday 30 October		
16:00 - 19:00	Level 3 - Global Village	Exhibitors registration open Exhibitors set-up
Monday 31 October		
10:00 - 20:00	Level 3 - Global Village	Exhibitors registration
10:00 - 15:00		Exhibitors Set-up
15:00 - 19:00		Delegates Registration open and Global Village opening hours
17:00 - 19:00		Global Village Welcome Reception
19:00 - 20:00	Auditorium level 1	World Cancer Congress Opening Ceremony
Tuesday 1 November		
08:00 - 09:20	Le Méridien Hotel	WCC ice breaker – UICC Members networking breakfast (<i>UICC Full Members ONLY</i>)
08:00 - 18:30	Level 3 - Global Village	Global Village opening hours
11:00 - 11:30		Morning networking break (including E-Poster pod presentations, Patient Group Pavilion, NCD Café & Meetin' Café)
13:00 - 14:20		Lunch break (including E-Poster pod presentations, Patient Group Pavilion, CEO programme, NCD Café & Meetin' café)
16:30 - 17:00		Afternoon networking break (including E-Poster pod presentations, Patient Group Pavilion, NCD Café & Meetin' Café)
Wednesday 2 November		
08:00 - 18:30	Level 3 - Global Village	Global Village opening hours
10:30 - 11:00		Morning networking break (including E-Poster pod presentations, Patient Group Pavilion, NCD Café & Meetin' café)
12:30 - 13:50		Lunch break (including E-Poster pod presentations, Patient Group Pavilion, CEO programme, NCD Café & Meetin' café)
16:30 - 17:00		Afternoon networking break (including E-Poster pod presentations, Patient Group Pavilion, CEO programme, NCD Café & Meetin' café)
Thursday 3 November		
08:00 - 17:30	Level 3 - Global Village	Global Village Opening Hours
10:30 - 11:00		Morning networking break (including E-Poster pod presentations, Patient Group Pavilion, NCD Café & Meetin' café)
12:30 - 13:50		Lunch break (including E-Poster pod presentations, Patient Group Pavilion, CEO programme, NCD Café & Meetin' café)
16:30 - 17:30		WCC Closing Reception in Global Village
17:30 - 23:59		Global Village dismantle

Organisations that need more time for set-up and/or dismantling should contact Ronan Carella no later than October 25th, 2016 at: carella@uicc.org. Additional fees for rental and security may apply. Any maintenance work to the booth carried out by the exhibitors must be completed before the opening of the Global Village. If while onsite, a problem occurs and special maintenance time is necessary, please contact the GV Coordinator, so that special arrangements can be made. Additional fees for security may apply.

Booth Types

Space only (Min. 9m²)

Includes only the space

Shell stands (Min. 9m²)

- Separation walls
- 1 fascia inscription with company name
- 2 spotlights per 9m²
- Carpet
- Power outlet 6kW sufficient for one device in addition to the spotlights

Equipped stands (Min. 9m²)

Shell stand with in addition:

- 3 chairs
- 1 table
- 1 storage/display counter
- 1 literature display (shelves)

Information panel (Approx. 1m²)

- 1 fascia inscription with company name
- 1 large panel for poster display
- 1 shelf for literature display
- 1 lockable closet
- 1 stool

Stand Design – information for space only

All space only should design their stand with the WCC appointed stand builder, GL Events. The contact is Marine Delescluse marine.delescluse@gl-events.com .

Please note that all stands should not exceed the height of 2,50 metres.

Please note that stands located in the inner ring should keep a transparency design, to enable visitors to walk through, and so stands located on the outer rings don't have an obstructed view.

SECTION 4 - OFFICIAL CONTRACTOR SERVICES

Global Village Official Suppliers

Official suppliers appointed by the 2016 World Cancer Congress will invoice exhibitors directly.

The Value Added Tax in France is a common tax of 20% on all goods and services transactions.

<p>GL Events 395 bis rue du Général de Gaulle 59700 Marcq-en-Baroeul France</p>	<p>Marine Delescluse +33 (0) 6 71 01 19 99 +33 (0) 3 20 59 12 19 marine.delescluse@gl-events.com</p>	<ul style="list-style-type: none"> - Exhibition stand building - Graphics and printing - Exhibit rental - Furniture rental - Plants - AV (screens, ipads ec) - Hostesses
<p>Gondrand Lyon 42 Avenue du Progrès BP 60 69680 Chassieu France</p>	<p>Stéphane Allaiton +33 (0) 1 48 63 32 77 +33 (0) 6 21 87 68 86 stephane.allaiton@gondrandlyon.com http://www.gondrandlyon.com</p>	<ul style="list-style-type: none"> - All local, interstate and international transport services including delivery onto each exhibitors' stand at the venue. - Storage of early consignments, packing materials during the exhibition and storage after the exhibition - International freight forwarding service
<p>MCI France 24 rue Chauchat 75009 Paris France</p>	<p>Valérie How Ho Fat 2016 WCC Delegate Services +33 (0) 1 53 85 82 72 registration@2016-wcc.com</p>	<ul style="list-style-type: none"> - Registration - Hotel reservation
<p>Palais des Congrès de Paris 2 Place de la Porte Maillot 75017 Paris France</p>	<p>Viparis Exhibitor Services Olivier Teillet olivier.teillet@viparis.com</p>	<ul style="list-style-type: none"> - Internet connections - Booth cleaning - Utility services
<p>Riem Becker France</p>	<p>Nicolas Leconte +33 (0) 1 45 15 14 66 nicolas.leconte@riembecker.fr</p>	<ul style="list-style-type: none"> - Catering
<p>A.F.S. Conseils & Sécurité 76 rue Baudin 93130 Noisy-le-Sec France</p>	<p>Alain Francioni +33 (0) 6 70 61 95 11 afrancioni@afsconseils.fr</p>	<ul style="list-style-type: none"> - Security

Services

Furnishing and finalising your booth

Through the [GL Events online portal](#), you will be able to manage the look and feel of your Global Village exhibition space and make it stand out from the others.

- **Fully equipped exhibition space**

If you have purchased a fully equipped space, your stand is already fully furnished, but you can customize it by hiring additional items, upgrade some of the furniture, have graphics directly printed on your walls, order some plants, add some lamps, and much more.

- **Shell scheme**

If you have purchased a shell scheme (which includes the fascia inscription, power outlets and separation walls), you still need to furnish and customise your space, which you can fully do on the same portal.

- If you wish to rent screens, ipads and other similar devices for your booths

Visit the GL Events WCC portal and order everything online.

[**ONLINE PORTAL Click HERE**](#)

Please select the items you want to purchase and go to the checkout. You will only need to register and enter your details to place your order.

For all enquiries, please don't hesitate to contact Marine Delescluse +33 (0)3 20 59 12 19 or marine.delescluse@gl-events.com - Thank you.

Power

If you have a shell scheme and/or an equipped stand, you already have a power outlet (3kW) included in your space.

For **space only stands**, and for those who wish to add some power outlets to their stand, thank you for liaising directly with Olivier Teillet at olivier.teillet@viparis.com as this should be implemented during the design process of your stand.

Freight Forwarding / Transport / Logistics

Gondrand Lyon will provide support to exhibitors for:

- Transport (sea, air, road)
- Handling: **Using pallet truck or practical trolley for transfer**
- Storage: **Intermediate storage, reception of your goods, storage before your arrival, after your departure.**
- Empty packing: **Storage empty packing – picking on booth, storage during the congress, delivery on booth at the end of the show.**
- Custom formalities, temporary import
- Commercial assistance

If you need any assistance regarding freight forwarding or logistics, liaise directly with Stéphane Allaiton at +33 (0) 1 48 63 32 77 or stephane.allaiton@gondrandlyon.com

We recommend you organize your shipping as early as possible to avoid any risks of delays.

Internet - Free Wi-Fi

All visitors to the Palais des congrès de Paris have access to free wireless internet.

Through the **Viparis online portal**, you will be able to purchase a secured and personal Wi-Fi account.

Important note: The Palais des congrès de Paris does not manage, monitor or support any third party devices connected to our network. If these devices pose either a security risk to the Palais' network or create network issues they will be disconnected, removed or disabled.

Stand cleaning

Aisle cleaning in the Global Village is included in the space rental agreement. Any trash must be placed outside the booth at the end of each day and will be removed by the building's maintenance crew, every night.

However, should you wish to hire cleaning services for your individual exhibition space, please place your order through the **Viparis online portal**.

Visit the Viparis WCC portal and order everything online.

[ONLINE PORTAL Click HERE](#)

Please click on « Set up your account » in order to register your customer data and to receive the activation email. Then, thanks to select the venue (PALAIS DES CONGRES DE PARIS) and the name of the Event in order to place your order.

For all enquiries, please don't hesitate to contact Angélique Marie at angelique.marie@viparis.com - Thank you.

Catering on your exhibition space

Riem Becker is our appointed caterer for food and beverages during the Congress.

If you want to organise a cocktail or a coffee break on your booth, please directly liaise with Nicolas Leconte by email at nicolas.leconte@riembecker.fr or by phone at +33 (0) 1 45 15 14 66.

SECTION 5 - RULES AND REGULATIONS

PLEASE READ CAREFULLY THE SAFETY SPECIFICATIONS AND THE INTERNAL RULES AND REGULATIONS OF THE PALAIS DES CONGRÈS.

You can access these documents at <http://www.worldcancercongress.org/global-village-corner/exhibitor-resources> .

UICC reserves the right to make changes to the Congress programme that might have a direct or indirect effect on sponsoring / exhibiting activities. If this is the case, UICC will undertake reasonable commercial efforts to ensure that these cause as little hindrance as possible to the Sponsor / Exhibitor. Such changes are not cause for cancellation of sponsorship and exhibitor agreements.

Exclusion from liability

UICC doesn't undertake to safeguard exhibits and excludes, for its staff as well, all liability for damage to these, for theft of these, or loss, except in cases of neglect or gross negligence. This exclusion from liability also applies if exhibits are seized and stored by UICC due to infringement of the present conditions of participation.

Furthermore, UICC explicitly excludes all liability for any disadvantage or damage incurred to Exhibitors due to erroneous details on space allocation, stand construction, catalogue entries or other errors in ancillary services.

Property of the Exhibitor and of third parties shall remain on the premises at their own risk and peril. UICC will not be responsible for the insurance of such items. UICC shall not be liable for any injury or damage howsoever caused to goods and/or persons in the building and/or the adjacent sites.

2016 World Cancer Congress imagery

The Congress Organising Committee has agreed to allow each company taking advantage of a Congress sponsorship opportunity to use the 2016 World Cancer Congress imagery on Congress related items (promotion of participation at the 2016 World Cancer Congress, giveaways, publications or activity announcements) organised by the Sponsor and/or the Exhibitor.

The electronic version of the Congress imagery will be sent by UICC upon receipt of the related item indicating where it should appear and after approval from UICC. It is important to make sure that the Sponsor's logo appears on the same page as that of the 2016 World Cancer Congress imagery and in such a way that there is no confusion of which entity is publishing the document. If the 2016 World Cancer Congress imagery and/or the UICC logo appear on a scientific publication, the following wording must also be printed: "UICC declines all responsibility with respect to the information published in this document".

UICC would also be grateful if the Sponsor/Exhibitor actively promotes their participation at the 2016 World Cancer Congress to their wider network. UICC may provide any relevant information that may be necessary to help you promote your activity and/or participation at the 2016 World Cancer Congress.

Global Village exhibitors guidelines

Global Village audience and use of space

The international exhibition will be held in the Global Village, the networking hub of the World Cancer Congress. A number of additional activities will be taking place in the Global Village, in order to maximise networking opportunities and visitors in the Global Village.

UICC will undertake reasonable commercial efforts to provide Exhibitor with a targeted audience of professionals in the fields related to the subject matter of the World Cancer Congress. In conjunction with the promotion of the Congress, Exhibitors will be listed on the Congress website and on the Congress smart phone application. Exhibitors will have an opportunity to present their products and services to such targeted audience.

In addition and in order to further promote its advertising and promotion efforts, reasonable commercial effort will be made to accommodate assignment of preferred exhibition space to the Exhibitor, but no

guarantee can be given in this regard. The assignment will be made on a first-come, first-served basis, and priority will be given to UICC Member Organisations as well as UICC Vanguard Partners.

Based on submitted preferences and availability, UICC will inform the Exhibitor of the assigned space in the Global Village. UICC reserves the right to modify floor plan layouts and relocate assigned booths if this is in the overall interest of the Congress and Exhibition.

Global Village – your contact point

Once the Global Village exhibition space confirmed and once the payment has been settled, the logistics contact point that will help each exhibitor in implementing their exhibition will be:

Ronan Carella
UICC Congress and Events Coordinator
62 route de Frontenex
1207 Geneva
Switzerland
carella@uicc.org
+41 (0) 22 809 1805

Ancillary services

Subject to the terms hereof, the following ancillary services will be provided by

- the Palais des Congrès as the case may be:
 - Installation and cleaning of aisle carpets
 - General security after closing hours
- UICC as the case may be:
 - Exhibitor badges based on stand size
 - Permanent point of contact for exhibitors at registration desk
- UICC's appointed stand builder, GL Events, as the case may be:
 - On-site presence during set-up and dismantling
- UICC's appointed freight forwarder, Gondrand Lyon, as the case may be:
 - On-site presence during set-up and dismantling

Lost and Found

For lost or found objects, please address enquiries to a security officer or at the WCC Registration Desk, located in Global Village in Hall Havane, level 3, in front of the elevators.

Exhibitor code of conduct

The following are basic rules that all Exhibitors commit to. Inspired by the EFPIA code of conduct, these have been developed in the best interest of the World Cancer Congress, the delegates and exhibitors. Abiding to these fundamental “fair play” rules will ultimately promote a more successful event for all participants.

Advertising

Advertising is permitted only on the stand space (aisles excluded). Displays of printed matter or advertising outside this area but on the premises of the Congress are not allowed. No flyers, posters, handouts, etc. can be left on tables, in Congress hotels, on buses, etc. However, there are a number of sponsoring activities that offer selected opportunities to promote a brand or service beyond the Global Village. In addition, Exhibitors must comply with all applicable national and international rules and regulations related to advertising and promotion of all products and services as part of their stand. UICC bears no responsibility for non-compliance by the Exhibitor. Activities with commercial objectives or activities linked to religion are not permitted during the event.

Audience

The World Cancer Congress audience is multidisciplinary, which may include a small number of patient groups.).

Audio activity on stand

Exhibitors using audio devices must ensure that sound does not carry beyond their assigned space. UICC reserves the right to determine what constitutes an acceptable sound level and may request the Exhibitor to take action to bring it to that level.

Disposal of waste

It is the responsibility of the Exhibitor to ensure that all waste material from stand construction (including boxes for packaging) are completely removed from the Global Village prior to the opening of the Global Village and at the end of the Congress. Waste cleared by UICC will be charged to the Exhibitor.

Gifts and handouts

Items may be given out to delegates only within the limits of the assigned stand space only and should not hold a retail value higher than €30 Each item used for promotional materials will have to be approved by the UICC Congress Team, this before 1 September 2016. No items may be put up for sale at the World Cancer Congress. A number of materials are prohibited to be brought into France from overseas, please consult the shipping and custom regulations before shipping anything.

Lotteries, games and prizes

While lotteries and other luck-based activities are not permitted, knowledge or skill-based games may however be organised with prior written approval from UICC, both for the nature of the activity and the planned reward(s). At any rate, these must be low-key activities limited to the stand area.

Overflow of activity

All stand activity must be held on the stand. In case stand activities create an overflow of presence in the aisles that prevents a free flow of visitors, the Exhibitor must interrupt the activity. Activities may be promoted on social media, and additional promotional vehicles are available, please consult the UICC Congress Team for further information.

Photography and other image capturing

Exhibitors are free to capture still or moving images of their stand during set-up and during Global Village opening hours. No pictures of other exhibits are allowed without permission from the relevant Exhibitor. UICC is entitled to reproduce its own pictures of the Global Village both in its publications and in the press.

Presence

Stands must be manned during the official opening hours of the Global Village. As part of the proposed ancillary services, extra staffing may be ordered for your exhibition space.

Security and insurance

Insurance is the responsibility of the individual Exhibitor, both in terms of theft, loss, damage, accident, both to other parties and itself/himself. UICC will arrange for overall security of the venue to be provided after opening times, but cannot guarantee protection of individual property at any time.

Smoking

The World Cancer Congress is a non-smoking event and smoking is prohibited throughout the venue, including the Global Village. **SMOKING IS ALSO PROHIBITED DURING SET-UP AND DISMANTLING.**

Stand sharing

Exhibitors may not share space with others without prior consent from UICC. Each stand may only be used by the Exhibitor and the rights hereunder may not be assigned without the prior consent of UICC. Requests for stand sharing or assignment must be submitted to UICC for approval.

Suppliers

If an exhibitor fails to meet his financial obligations towards an appointed service provider, UICC reserves the right not to provide badges to the exhibitors in question.

Surveys

Surveys/market research conducted by Exhibitors must be confined to the assigned stand space.

Other situations

UICC reserves the right to take any action on site necessary to correct any activity or behaviour that is felt inappropriate or that creates prejudice to UICC, delegates or other exhibitors, including but not limited to the cancellation of the Exhibition Agreement without refund.

Exhibition deadlines

Exhibition

- 31 Aug 2016 Exhibitor profile information for Final Programme, website and Congress Smartphone application due
- 31 Aug 2016 Deadline for UICC to approve give-away samples / Promotional items
- 2 Sept 2016 Stand drawings due for all “space only” booths

Exhibitor badges

- 2 Sept 2016 All Exhibitors to be registered online
- 10 Oct 2016 End of early order of additional exhibition badges (after which date, all additional exhibition badges will have to be purchased onsite)
- 30 Oct 2016 Exhibitor registration desk opens

Set-up times

- 30 Oct 2016 16:00 - 19:00
- 31 Oct 2016 10:00 - 15:00

Opening hours

- 31 Oct 2016 15:00 - 19:00 Opening Global Village
- 17:00 - 19:00 Welcome Reception in Global Village
- 1 Nov 2016 08:00 - 18:30
- 2 Nov 2016 08:00 - 18:30
- 3 Nov 2016 08:00 - 17:30
- 16:30 - 17:30 Closing Reception in Global Village

Dismantling and packing

- 3 Nov 2016 17:30 - 23:59

SECTION 6 – CONTACT UICC

During the World Cancer Congress, the UICC Team may be contacted directly at the UICC office, located on the Mezzanine of level 3, in room 326-327. In the meantime, here is how to contact us:

Ronan Carella

Congress and Events Coordinator
UICC – Union for International Cancer Control
62 Route de Frontenex
Geneva 1207
Switzerland
+41 (0) 22 809 1805
carella@uicc.org
www.worldcancercongress.org
www.uicc.org