Welcome to the 2018 World Cancer Congress Global Village

Dear Exhibitor,

It is a great pleasure to count your organisation amongst our community of exhibitors at the 2018 World Cancer Congress. We expect around 3,500 cancer control and public health professionals to head to Kuala Lumpur in October and use the Congress to strengthen collaborations and collective learning in view of improving their action and impact upon their return to their home country.

As an exhibitor in the Global Village, you have the opportunity to play an active role in the Congress and shine a light on your organisation’s activities in the most animated area of the event.

This manual has been designed to support your needs as an exhibitor and ensure you maximise your presence during the Congress week.

We encourage you to read the document carefully and share it with your team.

In addition, we have also created an exhibitor shared folder which contains shipping instructions, order forms and other useful material to ease your exhibition planning and preparation in the lead up to the event.

Should you need further assistance, please do not hesitate to contact:

**Mr Ronan Carella,**
Congress & Events Specialist, UICC
at +41 22 809 1805 or carella@uicc.org.

**or in his absence**

**Ms Jessica Mathieu,**
Congress & Events Director, UICC
at +41 22 809 1828 or mathieu@uicc.org.

We look forward to seeing you in Kuala Lumpur and we wish you a memorable Congress experience.

Your UICC Congress Team
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SECTION 1 – WORLD CANCER CONGRESS VENUE

Welcome to Kuala Lumpur

Kuala Lumpur, officially the Federal Territory of Kuala Lumpur, or commonly KL, is the national capital of Malaysia as well as its largest city. It is among the fastest growing metropolitan regions in South-East Asia, in both population and economic development. It is also the cultural, financial and economic centre of Malaysia.

In addition, Kuala Lumpur is also one of the leading cities in the world for tourism and shopping. It is the seventh most visited city in the world. The city is also home to three of the world’s 10 largest malls.

About Kuala Lumpur Convention Centre (KLCC)

Situated at the heart of Kuala Lumpur’s Central Business District, the Kuala Lumpur Convention Centre (the Centre) is the city’s most technologically-advanced, purpose-built facility for international, regional and local conventions, tradeshows, public exhibitions, entertainment and even, intimate private functions.

The Centre is one of the components within PETRONAS’ distinctive Kuala Lumpur City Centre (KLCC) development. Designed as a unique “city within a city”, the 100-acre development boasts a lush 50-acre landscaped KLCC Park, the signature PETRONAS Twin Towers, Asy’Syakirin Mosque, six-storeys of retail therapy (Suria KLCC), sustenance for the mind (PETROSAINS interactive science discovery centre) and a refuge for art enthusiasts (Galeri PETRONAS). Located within the KLCC is the Dewan Filharmonik PETRONAS, home to the renowned Malaysian Philharmonic Orchestra.

The Centre is owned by Kuala Lumpur Convention Centre Sdn Bhd and is managed by Convex Malaysia Sdn Bhd, a joint-venture company between KLCC Sdn Bhd and AEG Ogden Pty Ltd, Australia.
Getting to KLCC

General access

From KL Airport

Taxi
Airport transfer can be arranged in advance from your registration space or by contacting the 2018 WCC appointed delegate services handled by K.I.T. Group at 2018wcc@kit-group.org.

Public transport
- Take the Bus 772 (towards Petronas) and stop at Pasar Seni 5
- Then take LRT KJL (towards Gombak) and stop at KLCC
By train
Public Transport website (click here)

Take the Light Rail Transit (LRT), Kelana Jaya Line (KJL) and disembark at the KLCC Station (KJ10). Turn left after exiting the turnstiles and walk through the Suria KLCC shopping centre Concourse level to the Centre Court. Turn left and make your way past Cold Storage to the Guardian Pharmacy where there is a covered walkway through to the Centre. Take the elevator to the Ground Floor where you will be directed to the Registration area.

By road

- If you are in a taxi or a chauffeured car, approach the Centre along Jalan Pinang and turn left into the Main Entrance (second turn after the Mandarin Oriental Hotel) for drop off.

- If you are driving, here are your parking options:
  1. Take the first left after the Mandarin Oriental Hotel from Jalan Pinang up the ramp to access the car park at the Centre’s basement.
  2. Park at the KLCC Suria car park and exit to the Concourse level Centre Court. Make your way past Cold Storage to the Guardian Pharmacy where there is a covered walkway through to the Centre. Take the elevator to the Ground level where you will be directed to the Registration area.

Kuala Lumpur Convention Centre, Stall 7, Jalan Pinang, Kuala Lumpur City Centre, 50088 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia

Hotel Information

UICC has secured hotel rooms near KLCC 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, K.I.T. Group, manages all hotel reservations and delegate registration.

To view the different hotels on offer, click HERE.
To secure a group booking, please liaise directly with K.I.T Group at 2018wcc@kit-group.org.
SECTION 2 - GENERAL INFORMATION

Attendee Profile
The 2018 World Cancer Congress is expecting to welcome about 3,500 cancer specialists from more than 150 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.

Daily Programme
To consult the Daily Programme, please click HERE. Please note that the schedule is subject to change.

Global Village contact and coordination
Once the Global Village exhibition space is confirmed and 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 Specialist
31-33 avenue Giuseppe Motta
1202 Geneva
Switzerland
carella@uicc.org
+41 (0) 22 809 1805

IMPORTANT: In addition to this Exhibitor Manual, we have created a shared folder to gather all important information regarding your exhibit in one place.

This includes:
- Exhibitor Order Forms for catering, internet services, stand cleaning
- Shipping instructions
- WCC imagery (to promote your participation at the WCC)

To access to the Exhibitor shared folder, please Click HERE.

Global Village floor plan
The Global Village will be set-up in the Grand Ballroom, on level 3 of KLCC. 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
- Morning and Afternoon Networking breaks
- Lunch breaks in the catering areas
- International Exhibition
- UICC space
- Patient Group Pavilion
- Wellness Pavilion
- Networking areas
- Literature display stand
- 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. You can find more details about the scheduled times for the above activities in the Global Village timetable.

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 – to place a catering order, please refer to page 6 – Exhibitor Order Forms)
- 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 mobile application and also use the WCC imagery.

Please submit your activities, along with their date and time to Ronan Carella at carella@uicc.org or through the dedicated web form (Click HERE) and we will promote them on our Congress website, on the Congress Mobile App and in our social media campaign (please use the twitter hashtags #2018WCC and/or #CancerCongress and tag @uicc).

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 App as well as onsite at the Congress on the Global Village map.
Promote your participation now

a) Before the World Cancer Congress:

- Make sure to share your presence at the Congress with your network on your website, e-newsletters, e-signatures, e-blasts and much more. To do so, feel free to use the logo and/or e-banner of the event. Please [click HERE](#) to download the WCC logo and promotional e-banner.

- Send a “Save the Date” and tell your network to join you at the World Cancer Congress.

- Do you have partners/colleagues/branch in Malaysia and in the South East Asia 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 – #2018WCC 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 that will be available in your Exhibitor shared folder.

- To maximise your social media strategy before and during the Congress, we will create a Social Media Toolkit that will be available in your Exhibitor shared folder once finalised.

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 booth and/or session**
  Do not miss the opportunity to connect with Congress delegate’s onsite. Use the dedicated e-networking platform available on the Congress Mobile App (available on Android and iOS) to access the list of participants, connect with them and invite them to your booth and/or session.

- **Push notification in the Congress App**
  Promote your booth activity and invite all delegates at the same time through a push notification in the official Congress App during the Congress. The message can be customized and even includes your logo and/or link to visit your website. The cost per notification is USD $5,000. Please contact Ronan Carella at carella@uicc.org for more information.

  **IMPORTANT** - Avoid having your booth unattended and please make sure to organise a schedule of activities on your space.

c) After the Congress:

- **Lead retrieval scanner**
  When the Congress will be over, you have the opportunity to engage with the many contacts you made during the event. To do so, lead retrieval scanners are available to scan can delegates’ badges at your booth. You will be then provided with their contact information at the end of the event in order to continue the conversation. The cost per device for the duration of the Congress is USD $1,000. Please contact Ronan Carella at carella@uicc.org for more information.
SECTION 3 - GLOBAL VILLAGE EXHIBIT TECHNICAL INFORMATION

Registration and Badges

All exhibitors are provided with full delegate badges. They must be registered and wear their badge during set-up, exhibition times and dismantling. Badges are not transferable.

Benefits of your full delegate badges

- Access to the Global Village
- Access to all sessions including the satellite sessions
- Invitation to the Welcome Reception, Opening Ceremony and Closing Reception
- Delegate material (including access to Congress Mobile App which includes the e-networking platform)
- Invitation to apply for a UICC Master Course (registration upon selection from the course leader)
- Opportunity to submit and present (if selected) an abstract at the 2018 World Cancer Congress
- Invitation to the social event organised by the Local Host Committee (limited availability)
- Food during the three Congress days (one lunch and one coffee break per day)

Full delegate badges will be provided as follows:

<table>
<thead>
<tr>
<th>Stand Size</th>
<th>Badges Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>9m²</td>
<td>2 full delegate badges</td>
</tr>
<tr>
<td>18m² and greater</td>
<td>3 full delegate badges</td>
</tr>
</tbody>
</table>

To register your badges, please liaise directly with K.I.T Group at 2018wcc@kit-group.org.

All full delegate badges must be picked up at the Registration Desk (Centre Core – level 3) on Monday 1 October from 08:00 to 15:00.

Working badges limited to set-up and dismantling times are free of charge and can be provided onsite by security staff. 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.

No badge will be mailed ahead of time.

Registration Desk opening hours

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 1 October 2018</td>
<td>08:00 – 19:00</td>
</tr>
<tr>
<td>Tuesday 2 October 2018</td>
<td>08:30 – 18:00</td>
</tr>
<tr>
<td>Wednesday 3 October 2018</td>
<td>08:30 – 18:00</td>
</tr>
<tr>
<td>Thursday 4 October 2018</td>
<td>08:30 – 17:30</td>
</tr>
</tbody>
</table>
# Global Village timetable

## Saturday 29 September 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Level</th>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00 – 23:59</td>
<td>3</td>
<td>Grand Ballroom 1-2</td>
<td>Official contractor set-up</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&quot;Space only&quot; stands set-up – move in times to be advised by the Official contractor</td>
</tr>
</tbody>
</table>

## Sunday 30 September 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Level</th>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00 – 23:59</td>
<td>3</td>
<td>Grand Ballroom 1-2</td>
<td>Official contractor set-up</td>
</tr>
<tr>
<td>15:00 – 20:00</td>
<td></td>
<td></td>
<td>Exhibitors soft set-up (all exhibitors)</td>
</tr>
</tbody>
</table>

## Monday 1 October 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Level</th>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00 – 15:00</td>
<td>3</td>
<td>Grand Ballroom 1-2</td>
<td>Exhibitors soft set-up (all exhibitors)</td>
</tr>
<tr>
<td>08:00 – 15:00</td>
<td></td>
<td>Centre Core</td>
<td>Exhibitors registration</td>
</tr>
<tr>
<td>15:00 – 19:00</td>
<td></td>
<td>Level 3</td>
<td>Delegates registration</td>
</tr>
<tr>
<td>17:00 – 19:00</td>
<td></td>
<td>Grand Ballroom 1-2</td>
<td>Global Village opening hours</td>
</tr>
<tr>
<td>19:00 – 20:00</td>
<td></td>
<td>Plenary Theatre</td>
<td>World Cancer Congress opening ceremony</td>
</tr>
</tbody>
</table>

## Tuesday 2 October 2018 – Congress Day 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Level</th>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>07:40 – 09:10</td>
<td>3</td>
<td>Conference Hall 3</td>
<td>WCC Ice Breaker – UICC members networking breakfast*</td>
</tr>
<tr>
<td>08:30 – 18:00</td>
<td>3</td>
<td>Grand Ballroom 1-2</td>
<td>Global Village opening hours</td>
</tr>
<tr>
<td>11:00 – 11:30</td>
<td></td>
<td></td>
<td>Morning networking break</td>
</tr>
<tr>
<td>13:10 – 14:10</td>
<td>Levels 3-4</td>
<td></td>
<td>Lunch break</td>
</tr>
<tr>
<td>15:20 – 15:50</td>
<td></td>
<td>Plenary Theatre</td>
<td>Afternoon networking break</td>
</tr>
</tbody>
</table>

## Wednesday 3 October 2018 – Congress Day 2

<table>
<thead>
<tr>
<th>Time</th>
<th>Level</th>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:30 – 18:00</td>
<td>Levels 3-4</td>
<td>Grand Ballroom 1-2</td>
<td>Global Village opening hours</td>
</tr>
<tr>
<td>10:30 – 11:00</td>
<td></td>
<td></td>
<td>Morning networking break</td>
</tr>
<tr>
<td>12:40 – 13:40</td>
<td></td>
<td></td>
<td>Lunch break</td>
</tr>
<tr>
<td>14:50 – 15:20</td>
<td></td>
<td></td>
<td>Afternoon networking break</td>
</tr>
</tbody>
</table>

## Thursday 4 October 2018 – Congress Day 3

<table>
<thead>
<tr>
<th>Time</th>
<th>Level</th>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:30 – 17:30</td>
<td>3</td>
<td>Grand Ballroom 1-2</td>
<td>Global Village opening hours</td>
</tr>
<tr>
<td>10:30 – 11:00</td>
<td>Levels 3-4</td>
<td></td>
<td>Morning networking break</td>
</tr>
<tr>
<td>12:40 – 13:40</td>
<td></td>
<td></td>
<td>Lunch break</td>
</tr>
<tr>
<td>16:30 – 17:30</td>
<td></td>
<td>Grand Ballroom 1-2</td>
<td>Global Village closing reception</td>
</tr>
<tr>
<td>17:30 – 23:59</td>
<td></td>
<td>Grand Ballroom 1-2</td>
<td>Global Village dismantle</td>
</tr>
</tbody>
</table>

* UICC members only

**IMPORTANT:** Exhibitors will have access to the Global Village from 08:00 on every Congress day.

### Set-up and dismantle

Organisations that need more time for set-up and/or dismantling should contact Ronan Carella no later than 31 August 2018 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 fluorescent lights per 9m²
- Carpet
- Power outlet 3kW sufficient for one device

**Fully equipped stands (Min. 9m²)**
Shell stand with in addition:
- 2 chairs
- 1 table
- 1 storage/display counter
- 1 literature display (shelves)
- 1 waste paper basket

Photos for illustration purposes only.

**Shell and fully equipped stands**

Prohibited actions:
- Painting
- Nailing
- Glue/ gum
- Drilling
- Stapling

Additional fittings or displays are not allowed to be attached to the shell scheme structure unless prior written approval obtained from official contractor.

Obstruction is strictly prohibited due to safety reason. Exhibitors should not display any exhibits/ promotional materials exceeding the booth boundaries especially at common areas such as aisle ways, entrances/ exits points, fire hose and fire extinguisher cabinets, emergency exits, etc.

Exhibitors occupying a corner stand are not permitted to close any part of the corner.
Stand Design – information for space only

All space only should design their stand with our appointed Stand Builder, Kingsmen.

Please note the below additional charges will apply if contracting with an external stand builder.

1. A non-refundable administration fee of MYR50 / USD13.50 per square meter is applicable to exhibitors for appointing non-official contractors.
2. A refundable performance bond of MYR150/ USD40.50 per square meter is applicable to non-official contractors.

You may contact Kingsmen for more details.

IMPORTANT
- All stands should not exceed the height of 2.50 metres
- 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
- All plans should be submitted to Kingsmen (CC: carella@uicc.org) for approval before 27 July 2018.

Contact: Kate Ting
2018wcc@kingsmen.com.my
+60 (3) 90761010 ext 168
+60 (12) 2284860
## SECTION 4 - OFFICIAL CONTRACTOR SERVICES

### Global Village Official Suppliers

Official suppliers appointed by the 2018 World Cancer Congress will invoice exhibitors directly. The GST in Malaysia is a common tax of 6% on all goods and services transactions.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Services</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| **K.I.T. Group Gmbh**               | Registration (exhibitors/sponsors, delegates, groups)                    | Kurfürstendamm 71 10709 Berlin Germany  
Allison Jensen  
2018 WCC Delegate Services  
+49 3024603259  
2018wcc@kit-group.org                                      |
| **Kingsmen Exhibits Sdn. Bhd.**     | Exhibition stand building  
Graphics and printing  
Exhibit rental  
Furniture rental  
Electricity  
AV (screens, ipads, etc.)  
Plants                                    | No. 5, Jalan 6/2B,  
Taman Industri Selesa Jaya,  
43300 Seri Kembangan,  
Selangor Darul Ehsan,  
Malaysia  
Kate Ting  
+60 (3) 90761010 ext 168  
+60 (12) 2284860  
2018wcc@kingsmen.com.my  
http://www.kingsmen-int.com                                      |
| **Kuala Lumpur Convention Centre**  | Internet connections  
Booth cleaning  
Catering                                      | Kuala Lumpur City Centre  
50088 Kuala Lumpur  
Malaysia  
KLCC Exhibition Services Counter  
+60 (3) 23332603  
exhservices@klccconventioncentre.com                                      |
| **R.E. Rogers (Malaysia) Sdn. Bhd.**| 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                                    | No. 7, Jalan Warden U1/76  
Taman Perindustrian Batu Tiga  
40000 Shah Alam  
Selangor Darul Ehsan  
Malaysia  
Syed Amirul Hafidz  
+60 (3) 55108611  
amirul@rogers-asia.com  
http://www.rogers-asia.com                                      |

Please directly contact the 2018 WCC Delegate Services at 2018wcc@kit-group.org

Exhibitor online catalogue  
- Form 1 Exhibitor’s Details  
- Form 2 Furniture  
- Form 3A&B Electrical Lighting & Service Location  
- Form 4 Audio Visual  
- Form 5 Plants

Internet services form  
- Booth cleaning form  
- Booth catering form  
- Beverage form

Freight Handling Form  
- Shipping instructions
Services

Furnishing and finalising your booth

Through the Exhibitor online catalogue, 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 Exhibitor online catalogue and order everything online.

Please select the items you want to rent and go to the checkout. You will only need to complete the necessary forms and send them at 2018wcc@kingsmen.com.my to place your order.

**IMPORTANT:**

- 50% surcharge on orders placed after 31 August 2018
- 100% surcharge on onsite orders

For all enquiries, please don't hesitate to contact:

  **Kate Ting**
  +60 (3) 90761010 ext 168
  +60 (12) 2284860
  2018wcc@kingsmen.com.my

**Power**

If you have purchased a shell scheme or a fully equipped stand, you already have a 13 amp single phase PP power outlet included in your space. The type of power socket is international.

![Power socket](image)

It allows you to plug only one device to the power outlet. If you need to add more power outlets to your booth, you can order them through the Exhibitor online catalogue. Multi plugs are not allowed during shows in Malaysia for safety purposes.

For **space only stands**, thank you for liaising directly with Kingsmen at 2018wcc@kingsmen.com.my or dial +60 (3) 90761010 ext 168 as this should be implemented during the design process of your stand.
Freight Forwarding / Transport / Logistics

Our appointed freight forwarder for the Congress, **R.E. Rogers (Malaysia)**, 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

Consignee instructions

Please click [HERE](#) to download the Freight Handling Form to be completed and returned to R.E. Rogers (Malaysia). Additional shipping instructions can be found [HERE](#).

All cargo forwarded to Malaysia by either sea or air must be consigned Freight Prepaid to:

**R. E. Rogers (Malaysia) Sdn Bhd**  
No. 7 Jalan Warden U1/76  
Taman Perindustrian Batu Tiga  
40000 Shah Alam Selangor  
Malaysia

Port Of Discharge:  
Seafreight - Port Klang  
- Arrival deadline: 14 September 2018  
Airfreight - Kuala Lumpur International Airport  
- Arrival deadline: 19 September 2018

Case marking

All cases and packages must be clearly marked as follows:

- **Name Of Exhibition**: 2018 WORLD CANCER CONGRESS
- **Hall No./Stand No** :
- **Exhibitor/Co’s Name** :
- **Stand Number** :
- **Case Number** :
- **Measurement** :
- **Gross & Nett Weight** :

**Do not mix** temporary and permanent imports together in one case as this can cause delays in clearance and examination and will incur extra charges. All cases must show import status i.e., Temporary or Permanent.

Freight charges

Unless agreed otherwise all cargo forwarded by either sea or air must be shipped freight prepaid. Any consignments arriving Malaysia on a freight collect basis will be subject to an intervention charge of 10% which will be levied to the freight cost and payment will have to be made prior to delivery of goods to the exhibition stand.

2018 WORLD CANCER CONGRESS  
01 – 04 October 2018  
Kuala Lumpur Convention Centre  
Kuala Lumpur, MALAYSIA

If you need any assistance regarding freight forwarding or logistics, please liaise directly with:  
**Syed Amirul Hafidz**  
+60 (3) 55108611  
+60 (12) 2984595  
amirul@rogers-asia.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 KLCC have access to free wireless internet.

If you wish to purchase a secured and personal Wi-Fi account, please complete and send the Internet Services Form along with your payment information to exhservices@klccconventioncentre.com or dial +60 (3) 23332603.

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 complete and send the Stand Cleaning Form along with your payment information to exhservices@klccconventioncentre.com or dial +60 (3) 23332603.

Catering on your exhibition space

KLCC 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 complete and send the Beverage Form and/or the Booth Catering Form along with your payment information to exhservices@klccconventioncentre.com or dial +60 (3) 23332603.
SECTION 5 - RULES AND REGULATIONS

PLEASE READ CAREFULLY THE SAFETY SPECIFICATIONS AND THE INFORMATION AND GUIDE FOR EXHIBITORS OF KLCC.

You can access these documents at http://www.klccconventioncentre.com/Event_Guidelines-@-Overview.aspx.

The World Cancer Congress Team is eager to make the Global Village a success for all; in this spirit, each 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.

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.

2018 World Cancer Congress imagery

The Congress Organising Committee has agreed to allow each company taking advantage of a Congress sponsorship opportunity to use the 2018 World Cancer Congress imagery on Congress related items (promotion of participation at the 2018 World Cancer Congress, giveaways, publications or activity announcements) organised by the Sponsor and/or the Exhibitor. The electronic version of the Congress imagery is available in the Exhibitor shared folder. The Exhibitor agrees to send for approval to UICC the related item indicating where UICC imagery should appear. It is important to make sure that the Sponsor’s logo appears on the same page as that of the 2018 World Cancer Congress imagery and in such a way that there is no confusion of which entity is publishing the document. If the 2018 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 2018 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 2018 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 Mobile App. 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.
Ancillary services
Subject to the terms hereof, the following ancillary services will be provided by
- KLCC. as the case may be:
  - Cleaning of aisle carpets
  - General security after closing hours
  - Catering and utility services
- UICC as the case may be:
  - Full delegate badges based on stand size
  - Permanent point of contact for exhibitors at registration desk
- K.I.T. Group, as the case may be:
  - Delegate services
  - Hotel booking management
- Kingsmen, as the case may be:
  - On-site presence during set-up and dismantling
- R.E. Rogers (Malaysia), 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 Registration desk, located in Centre Core - level 3.
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. In addition, all sponsors and exhibitors commit that their sessions, booths and promotional materials have non-commercial purposes.

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 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 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 31 August 2018. No items may be put up for sale at the World Cancer Congress. A number of materials are prohibited to be brought into Malaysia 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.
SECTION 6 – GLOBAL VILLAGE PLANNING CHECKLIST AND DEADLINES

✓ Complete your Exhibitor web form - Complete the web form to indicate:
  o Your organisation name as you want it to appear on your booth, on the WCC website and on the official Congress App
  o Your organisation logo
  o Your organisation profile (max. 200 words)

IMPORTANT: Please note that in the event no web form has been completed within the provided deadline (27 July 2018), the organisation name displayed will be the one indicated in the signed agreement.

Click HERE to access to the exhibitor web form

✓ Place all your orders for your stand by contacting the official suppliers (see Global Village Official Suppliers – Services section for more details):
  - Electrical needs and additional furniture: Exhibitor online catalogue
  - Graphics/printing: 2018wcc@kingsmen.com.my
  - Dedicated internet connection: Order form

✓ Arrange your shipment by contacting R.E. Rogers (Malaysia) at amirul@rogers-asia.com to arrange transportation, storage and custom formalities of your goods for the Congress.
  - Freight Handling Form

✓ Register your badges by contacting K.I.T. Group in charge of the World Cancer Congress Delegate Services such as registrations and hotel reservations.

Exhibition deadlines recap

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Required action</th>
<th>Email / link</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 July 2018</td>
<td>Complete your Exhibitor web form</td>
<td>Exhibitor web form</td>
</tr>
</tbody>
</table>
|                | Submit your stand drawing (if “space only” booth)                                | 2018wcc@kingsmen.com.my
|                |                                                                                 | CC: carella@uicc.org                              |
| 15 August 2018 | Place order for graphics/printing                                                | 2018wcc@kingsmen.com.my                           |
| 31 Aug 2018    | UICC to approve give-away samples / promotional items                            | carella@uicc.org                                  |
|                | Request for extended time for set-up/dismantling. Additional fees for security may apply. | carella@uicc.org                                  |
| 31 Aug 2018    | Place order for additional orders for furniture, electrical & lights fittings, audio visual and plants | Exhibitor online catalogue                        |
|                | Arrange your shipment to WCC                                                    | Freight Handling Form amirul@rogers-asia.com      |
| 2 Sept 2018    | Register your badges                                                            | 2018wcc@kit-group.org                            |
| 14 Sept 2018   | Place order for dedicated internet connection                                   | Order form                                        |
| 30 Sept 2018   | End of early order of badges (after which date, all additional badges will have to be purchased onsite) | 2018wcc@kit-group.org                            |
SECTION 7 – CONTACT UICC

During the World Cancer Congress, the UICC Team may be contacted directly at the UICC office, located on level 3, in room 307. In the meantime, here is how to contact us:

Ronan Carella  
Congress and Events Specialist  
UICC – Union for International Cancer Control  
31-33 avenue Giuseppe Motta  
1202 Geneva  
Switzerland  
+41 (0) 228091805  
carella@uicc.org  
www.worldcancercongress.org  
www.uicc.org