

# Exhibition Prospectus & Sponsorship Opportunities



*cape town 2013*  
**6<sup>th</sup> WORLD CONGRESS**  
Paediatric Cardiology & Cardiac Surgery



17 – 22 February 2013  
Cape Town International Convention Centre  
South Africa



The Paediatric Cardiac Society  
of South Africa



[www.pccs2013.co.za](http://www.pccs2013.co.za)

# INVITATION TO PARTICIPATE

Dear Friends and Colleagues

On behalf of the International Steering Committee for the World Congress of Paediatric Cardiology and Cardiac Surgery (WCPCCS) and the South African Heart Association (SA HEART), we have pleasure inviting your company to participate in the 6th World Congress of Paediatric Cardiology and Cardiac Surgery which will be held at the Cape Town International Convention Centre from 17 – 22 February 2013. The 6th World Congress 2013 will also be the annual congress of the South African Heart Association.

The South African Heart Association is the local host and the Paediatric Cardiac Society of South Africa (PCSSA) the organiser of this prestigious international congress. The World Congress of Paediatric Cardiology and Cardiac Surgery is the major international scientific and academic event for heart disease in children. It is held every 4 years, most recently in June 2009 in Cairns Australia. The first WCPCCS was held in 1993 in Paris, France and since then it has been to Honolulu, United States (1997), Toronto, Canada (2001) and Buenos Aires, Argentina (2005). The World Congress has not been held in Africa and in the spirit of our own "Renaissance", it is Africa's time!

The WCPCCS is a unique meeting place for surgeons, cardiologists, anaesthetists, intensivists, scientists and other professional colleagues committed to the care of children and adults with congenital and acquired heart disease. The Congress will have broad appeal. There is a substantial adult programme highlighting the problems of adults with both congenital heart disease and the diseases of lifestyle. There will be a full intervention cardiology programme for both children and adults and a separate track for cardiothoracic surgeons.

We expect to attract +/- 3000 international and South African delegates to this Congress. This is a unique opportunity to highlight the most contemporary research and technological developments and review cutting edge international clinical experience with these medicines and medical devices. The World Congress is the obvious occasion for your company to showcase your products.

Visitors will find Cape Town a vibrant, trendy, sophisticated, well connected, stunningly attractive city. Indeed South Africa's top 6 tourist attractions are within an hour from the city centre. Cape Town has a history of hosting big events and accommodating large numbers of international guests in world class facilities. South Africa is a multicultural destination with a rich history and a unique peaceful, political transformation. There is in our country a heady, exciting mix of tourist and entertainment possibilities. There is a distinctive African footprint, a unique fauna and flora in a dramatically beautiful physical environment. You will be well advised to extend your stay to explore our country and our continent.

World Congress 2013 will be an outstanding meeting and wonderful marketing opportunity for your company and your brand. Various levels of support are available to exhibitors and sponsors, the details of which are available in this document. The congress website [www.pccs2013.co.za](http://www.pccs2013.co.za) contains further information regarding registration, accommodation and the scientific programme. We look forward to hearing from you and indeed, to welcoming you and your company to Cape Town.



*Christopher Hugo-Hamman*

With best wishes  
Christopher Hugo-Hamman  
**Chairman**



*gm Vosloo*

Susan Vosloo  
**Chairman**

## IMPORTANT DATES TO DIARISE

|                  |   |
|------------------|---|
| 30 June 2011     | Circulation of Prospectus to prospective exhibitors and sponsors  |
| 1 August 2011    | Details available on website<br>Opening of exhibition sales & other sponsorship items   |
| 30 November 2011 | 1st Deposit due for exhibition stands/booths & sponsorship items (10%)  |
| 27 January 2012  | Registration for the congress opens   |
| 15 January 2012  | Cancellation and/or exhibition/booth reduction deadline for full refund, less 10% admin fee   |
| 30 April 2012    | 2nd Deposit due for exhibition stands/booths & sponsorship items (40%)  |
| 15 May 2012      | Exhibitor Service Manual circulated to all confirmed exhibitors & sponsors  |
| 30 October 2012  | Final payments due for exhibition stands/booths & sponsorship items (50%)   |
| 30 October 2012  | Deadline for all exhibitors and sponsors to supply information for the exhibitor's guide<br>Cancellation deadline for exhibition stand/booth space reduction deadline, for 50% refund (provided full payment has been received) |
| 15 November 2012 | Deadline for exhibitor letter of intent to use an exhibitor designated contractor (EDC)   |
| 30 November 2012 | Deadline for original insurance certificate from EDC  |
| 5 January 2013   | Last day for exhibitor representatives' registration forms  |
| 15 February 2013 | Exhibitor's installation – day 1 (07h00 – 22h00)  |
| 16 February 2013 | Exhibitor's installation – day 2 (07h00 – 22h00)  |
| 17 February 2013 | Exhibitor's installation – day 3 (07h00 – 11h00)<br>Registration for exhibitors and sponsors (08h00 – 11h00)<br>Opening Ceremony at 18h00<br>Exhibition opens at 19h30 with Opening Cocktail Function in the exhibition hall    |
| 22 February 2013 | Break-down for exhibitors – day 1 (19h00 – 22h00)   |
| 23 February 2013 | Break-down for exhibitors – day 2 (break-down must be completed by 20h00)   |

*\*Dates and times are subject to change*

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## TRAVELLING TO SOUTH AFRICA

### Passport/Visa Requirements

All visitors are required to have a valid passport to enter South Africa with an expiration date at least 6 months beyond the length of their stay. South African authorities also require the passport to have at least two blank pages. All delegates are encouraged to contact their local South African consulate and/or their government authority to confirm visa and passport requirements. Please contact The Exhibition & Sponsorship Management Company (Londocor) if you require an official letter of invitation to attend the congress as an exhibitor. Letters of invitation will only be sent to confirmed exhibitors and sponsors.

### Malaria

Cape Town is a malaria-free area.

### Currency

The South African Rand (ZAR) is the official currency in South Africa.

### Accommodation / Housing

Within walking distance of the Cape Town International Convention Centre, there are more than 3500 rooms, offering budget- to luxury accommodation.

The congress website [www.pccs2013.co.za](http://www.pccs2013.co.za) contains further information regarding accommodation options.

### The Cape Town International Convention Centre

The Cape Town International Convention Centre can be found at: Convention Square, 1 Lower Long Street, Cape Town, South Africa  
Tel: +27 21 410 5000 Fax: +27 21 410 5001  
[www.capetownconvention.com](http://www.capetownconvention.com)

## ATTRACTIONS IN CAPE TOWN

### Victoria & Alfred Waterfront

Situated in the heart of Cape Town's working harbour with the dramatic backdrop of the majestic Table Mountain, the Victoria & Alfred Waterfront is widely acknowledged as Cape Town's premier shopping and tourist destination and a well known entertainment hotspot. Here, an innovative fusion of history and modern convenience has resulted in a multi-purpose, dockside environment unlike any other in the world.

[www.waterfront.co.za](http://www.waterfront.co.za)

### Robben Island

Robben Island is, after Alcatraz, possibly the best known prison island in the world. Having served over the centuries as a penal settlement, leper colony and lunatic asylum, its notoriety has, more recently, centered around the fact that President Nelson Mandela and many of his colleagues were imprisoned here during the apartheid era. Regular trips are made to the island, a world heritage site, by a ferry which departs from the V&A Waterfront.

[www.robben-island.org.za](http://www.robben-island.org.za)

### Table Mountain

A world heritage site, the summit of Cape Town's world-famous landmark is 1086 m above sea level. Visitors can reach the top by the new revolving cable car. There is a restaurant and souvenir shop on the summit. The mountain offers a number of walks and is covered with wild flowers. The mountain is also the home of the famous silver tree.

[www.tablemountain.net](http://www.tablemountain.net)

### **Kirstenbosch Botanical Gardens**

Despite its small size, the Cape Town area is one of the six Floral Kingdoms of the world and is home to more than 8,600 indigenous plant species, some 5,800 of which are found nowhere else in the world. Set against the imposing bulk of the eastern slopes of Table Mountain is Kirstenbosch Botanical Gardens, recognized as one of the most beautiful public gardens in the world. Some 4,500 indigenous South African plants, from proteas and silver trees in their natural habitat to ferns, bulbs and coastal varieties in the Botanical Society Conservatory, can be seen here.

[www.kirstenbosch.co.za](http://www.kirstenbosch.co.za)

### **Winelands**

The winelands of the Cape have been described as the most beautiful and scenic in the world. Cape Dutch homesteads nestled in picturesque vineyards offer a gracious counterpoint to the backdrop of majestic peaks. Wine production in the Cape dates back to the mid 17th century, making this the oldest of the so called "new world" wine regions. It was, in fact, Jan van Riebeeck who introduced the first vine cuttings to the Cape. Today the Cape's vineyards produce an extensive variety of cultivars that are blended and matured to create award-winning red and white wines that have earned their place among the world's best. South Africa's own "home grown" cultivar, Pinotage (a cross between pinot noir and cinsaut), has gained an international reputation for producing red wines of world class stature.

[www.capewinelands.org](http://www.capewinelands.org)

### **Cape Point Nature Reserve**

Cape Point marks the southern extremity of the Cape Peninsula, affording visitors views, which are unrivaled anywhere in the world. (This information was provided by the CTICC).

Cape Peninsula National Park has something for everyone to enjoy. Enjoy a meal at the Two Oceans Restaurant or order a take-away from the refreshment outlet, take a ride on the funicular railway or buy a souvenir at one of the curio shops.

[www.capepoint.co.za](http://www.capepoint.co.za)

### **Sightseeing Excursions**

Reservations for pre- and post congress tours and for excursions during the congress must be made via the website [www.pccs2013.co.za](http://www.pccs2013.co.za)



# THE EXHIBITION

## Purpose

The purpose of the WCPCCS 2013 EXHIBITION is to provide an opportunity to expand the educational nature of the Congress, by informing delegates of new and improving technologies, medicines, equipment, products, and services in the field of cardiology, cardiac surgery, intensive care and imaging.

- The exhibition hall is conveniently located on the ground floor of the Cape Town International Convention Centre (see attached floorplan of the CTICC)
- Tea, coffee and lunch breaks will be included in the registration fee and will be served *inside the exhibition hall*. Informal seating will also be provided and seating areas are indicated on the attached floorplan.

## Cost for Raw Exhibition Space (no shell scheme)

- The costs will be ZAR50 000.00 per 9m<sup>2</sup> (3m x 3m)
- Each exhibitor will qualify for 2 x free trade registrations per single exhibition stand / booth.
- All additional trade will pay the applicable full registration fee
- Trade delegates will only have access to the exhibition hall and not to any scientific lectures.
- Trade delegates will not qualify for CME / CPD points.
- Trade delegates who wish to attend the scientific sessions, and who wish to qualify for CME / CPD points with access to the exhibition hall, must register accordingly and pay the relevant full registration fee
- All exhibitors will qualify for a 75 word exhibitor profile in the Exhibitor Directory
- All exhibitors will qualify for a 75 word exhibitor profile on the Congress Website
- All exhibitors will qualify for the cleaning of public areas and walkways (cleaning of your stand will be an additional fee)
- All exhibitors will receive one electrical plug point per 9m<sup>2</sup> exhibition stand/booth
- All exhibitors will receive standard carpeting. Please inform the Exhibition Management Company (Londocor) should you wish to use your own carpeting / flooring materials.
- Exhibitors purchasing raw exhibition space will not receive the shell scheme framework, wall panels, fascia panel, or light fixtures.
- Items such as extra electrical plug points, DB Boards, specialized carpeting, lights, etc can be ordered directly from the official exhibition suppliers

All prices are inclusive of 14% VAT

## Cost for Exhibition Space with Shell scheme framework:

- The costs will be ZAR60 000.00 per 9m<sup>2</sup> (3m x 3m)
- Each exhibitor will qualify for 2 x free trade registrations per single exhibition stand / booth.
- All additional trade will pay the applicable full registration fee
- Trade delegates will only have access to the exhibition hall and not to any scientific lectures.
- Trade delegates will not qualify for CME / CPD points.
- Trade delegates who wish to attend the scientific sessions, and who wish to qualify for CME / CPD points with access to the exhibition hall, must register accordingly and pay the relevant full registration fee
- All exhibitors will qualify for a 75 word exhibitor profile in the Exhibit Directory
- All exhibitors will qualify for a 75 word exhibitor profile on the Congress Website
- All exhibitors will qualify for the cleaning of public areas and walkways (cleaning of your stand will be an additional fee)
- All exhibitors will receive one electrical plug point per 9m<sup>2</sup> exhibition stand/booth
- All prices are inclusive of 14% VA



## The Shell scheme package includes the following:

Stand shell scheme framework and wall panels (various designs are available from the Shell scheme supplier)

- Fascia panel with company name and stand number
- Standard carpeting
- 2 (two) light fixtures & 1 (one) electrical plug point per 9m2 exhibition stand
- 1 (one) table (1.8m x 0.45m) with table cloth (black) and 2 (two) chairs & dustbin

## HOW TO BOOK

Londocor Event Management has been appointed as the official agents for sponsorships & exhibition

All exhibition space/ booths are sold on a first-come, first-served basis.

To guarantee favorable positioning, reserve exhibit space early.

Companies who do not exhibit, may not participate in any sponsorship – or marketing opportunities, unless approval has been granted by the WCPCCS 2013.

### Londocor Event Management

Tel: +27 11 768 4355 • Fax: +2 11 768 1174 • Website: [www.londocor.co.za](http://www.londocor.co.za)

E-mail: Sonja du Plessis [Sonja@londocor.co.za](mailto:Sonja@londocor.co.za) or Yvonne Fernandes [Yvonne@londocor.co.za](mailto:Yvonne@londocor.co.za)

PLEASE NOTE: The receipt of an application does not guarantee your exhibition space. If your deposit is not paid as per the deadline, your application will automatically be cancelled.

### CANCELLATION / BOOTH REDUCTION

Organisations participating in the exhibition may cancel the lease of exhibit space or reduce the exhibit space reserved at any time with written notice to Londocor Event Management via postal mail, email or fax.

The following schedule will be used when acknowledging a cancellation or reduction:

- Cancellation or booth reduction request received on or before 15 January 2012, will receive a refund of all fees paid less a 10% processing fee of total booth space reserved.
- Cancellations or booth reductions received from 16 January to 30 October 2012, will receive a refund of 50% of the total booth space reserved provided payment has been received.
- No refunds will be made for cancellations or reductions received after 30 October 2012. If an exhibitor cancels their booth space after 30 October 2012, the exhibitor will be responsible for paying any unpaid balance. WCPCCS 2013 reserves the right to resell any cancelled exhibit space without notification to the cancelling party, or without refunding any fee paid by the exhibitor.

### OFFICIAL CUSTOMS BROKER & FREIGHT FORWARDER

WCPCCS 2013 has appointed Exhibition Freighting G.S.M. as the Official Freight Forwarder, Customs Broker and Exclusive On-site Material Handling service provider. Exhibition Freighting G.S.M. specializes in event logistics solutions worldwide including transportation, on site-material handling and customs clearance. Exhibitors or their appointed agents are advised to make early contact with Exhibition Freighting G.S.M. after confirmation of exhibit space has been received. The details for Exhibition Freighting G.S.M. will be published in the Exhibitor Service Manual.



## OFFICIAL EXHIBITION STAND CONTRACTOR

Oasys Exhibitions has been appointed as the Official Exhibition Stand Contractor for the WCPCSS 2013 Congress. Oasys will provide "turnkey" stand design and rental from conceptual design to production, installation and dismantling.. Contact information for Oasys as the Official Exhibition Stand Contractor and details about the Exhibitor Service Manual will be sent after an exhibit application and appropriate fee have been received by WCPCSS 2013. Exhibitors may also use their own stand contractors for custom built stands/booths.

### PAYMENT TERMS

- A deposit of 10% of the total cost of the booth/exhibition stand space requested must be paid by the due date reflected on the invoice to secure your exhibition/booth space. All applications will be accepted on a first-come, first-served basis until the exhibition space is sold out. Applications submitted without the required deposit will not be processed until a deposit is received. The date on which the deposit is received will be the date used when determining the order of the assignment of exhibition space.
- The 2nd deposit (40%) will be due by April 2012.
- The final payment (50%) will be due by 30 October 2012.

Note that the organisation's name listed on the exhibit application will be used in all congress promotional material.

### METHODS OF PAYMENT

The WCPCSS 2013 will accept payment by:

- Internet payment / Bank draft / Company cheque Credit card
- All payments must be made in ZAR (South African Rands) and all bank fees will be the responsibility of the exhibitor/sponsor.

## EXHIBITION SCHEDULE

|                  |  |
|------------------|--|
| 15 February 2013 | Exhibitor's installation – day 1 (07h00 – 22h00)   |
| 16 February 2013 | Exhibitor's installation – day 2 (07h00 – 22h00)<br>Registration for exhibitors and sponsors 08h00 – 18h00 |
| 17 February 2013 | Exhibitor's installation – day 3 (07h00 – 11h00)   |

Build up must be completed by 11h00. Any exhibition not in the process of being installed by 09h00 on 17 February 2013, will have its crates and materials removed at the exhibitor's expense and placed in off-site storage. The exhibition hall will be cleared at 11h00.

No monetary adjustments will be made for organisations that are not prepared to exhibit when the exhibition hall opens. Penalties will apply to any exhibitor for any materials or empty cartons left in aisles after 11h00 on 17 February 2013.

|                       |   |
|-----------------------|---|
| 17 February 2013      | Registration for exhibitors and sponsors 08h00 – 11h00.<br>Opening ceremony at 18h00<br>Exhibition opens at 19h30 with opening cocktail function in the exhibition hall |
| 18 – 22 February 2013 | The exhibition hall will open at 08h00 and will close at 18h00 each day<br>All exhibition stands must be staffed during all exhibition hours                            |
| 22 February 2013      | Break-down for exhibitors from 19h00 – 22h00 – day 1<br>No dismantling is permitted prior to 19h00  |

23 February 2013

Break-down for exhibitors from 07h00 – 20h00 – day 2

Break-down must be completed by 20h00

### **Additional Expenses**

All furniture, accessories, additional electrical requirements, non-standard carpeting or flooring, and booth cleaning are the responsibility of the Exhibitor. (Excluding certain items in the Shell Scheme Package) All measurements shown on the floorplan are approximate, and WCPCCS 2013 reserves the right to make such modifications as may be deemed necessary, making equitable adjustment with any Exhibitor or Exhibitors thereby affected. WCPCCS 2013 also reserves the right to adjust the floor plan to meet the needs of the exhibition.

### **Food and Beverages / Catering at your Stand/Booth**

The CTICC is the exclusive supplier of food and beverage to all exhibitors. Outside food and beverages may not be brought into Exhibition Halls either by event organisers or third parties without the express written permission of the CTICC Catering Department. Please note that all exhibitors and contractors will be charged a corkage fee should they bring food and beverage on site.

A special permit is required for promotional and sponsorship alcohol and a corkage fee applies. The CTICC requires advance notifications of such requests and the decision to permit promotional or sponsorship beverages is at the discretion of the CTICC management.

Orders will only be accepted if the following information is provided to the CTICC:

- Exhibition and stand number.
- Contact person.
- Contact telephone number/s.
- Food and/or beverage orders.
- Credit/debit card details.

Order forms for food & beverage items will be available in the Exhibitor's Service Manual and on the website [www.cticc.co.za](http://www.cticc.co.za) and must be submitted to the CTICC at least 7 days prior to the congress.

### **No Shows**

Exhibiting companies that reserve exhibit space and do not provide WCPCCS 2013 with written notice of their inability to exhibit before the first installation day will automatically be charged a penalty fee of ZAR 20 000.00 and will forfeit all deposits for exhibition space.

### **Shuttle Service**

A shuttle service will be provided between identified official WCPCCS 2013 hotels and the convention centre for registered attendees and exhibitors.

Badges must be visible to board the shuttles. Further details will be available on the website [www.pccs2013.co.za](http://www.pccs2013.co.za)

### **Hotel Accommodation**

WCPCCS 2013 has secured blocks of rooms in hotels convenient to the convention centre. Most hotels participating in the official WCPCCS 2013 room block have set aside a portion of the room block for exhibitor use. These rooms have been set aside to ensure that exhibitors have the opportunity to reserve sleeping rooms in the hotels of their choice. As a condition of exhibiting, all reservations must be made through the WCPCCS 2013 Accommodation Bureau. Please visit the website [www.pccs2013.co.za](http://www.pccs2013.co.za) for a list of hotels. Accommodation booking will open on the 9th January 2012.



## USAGE OF EXHIBIT SPACE

### Terms

Exhibitor hereby agrees to be bound by WCPCCS 2013's "Rules and Regulations." Exhibitor further agrees to adhere to and be bound by

- 1) all applicable fire, utility, and building codes and regulations;
- 2) any and all rules or regulations of the facility where the WCPCCS 2013 is held;
- 3) applicable terms of all leases and agreements between WCPCCS 2013 and the managers or owners of the facility;
- 4) the terms of any and all leases and agreements between WCPCCS 2013 and any other party relating to the Exhibit. Exhibitors shall not, nor permit others to, do anything to the exhibition area or the facility that will in any way damage, deface, or increase the insurance premiums payable by WCPCCS 2013 or the owners or managers of the conference facility.

### Official Exhibits

All exhibits must be assigned by WCPCCS 2013 and will be located in the designated exhibition area/s. No organization or their representatives may display, demonstrate, or distribute products and/or services in any location other than the designated exhibit display area. Displaying promotional advertisements, the distribution of printed materials, as well as the solicitation of orders outside of your contracted exhibit area, is strictly prohibited. These rules apply to all organizations in attendance at the WCPCCS 2013. Exhibitors who have been approved to host an exhibitor-sponsored event or who are participating in the "Doctor's Bag" program or other WCPCCS 2013 marketing programs may only use these marketing vehicles to promote their products/services which have been approved for exhibition by WCPCCS 2013.

### Subletting of Exhibit Space

Subletting or sharing of exhibit space is not allowed at any time. A participating exhibitor may not assist a non-participating representative in gaining access to the exhibit hall.

### Non-Exhibiting Companies

Non-exhibiting companies and their personnel, agents, and contractors will not be permitted in the exhibit hall at any time.. Non-exhibiting companies will not be allowed to display or demonstrate any services or products in the convention centre or any hotel within the WCPCCS 2013 housing block.

### Product/Service Displays

The exhibitor is permitted to demonstrate devices, instruments, equipment, or services, to make presentations and to distribute printed materials related to those products or services that WCPCCS 2013 deems appropriate. Please be aware that only those products or services that are related to the congress are permitted. WCPCCS 2013 reserves the right to decide the appropriateness of any service, product, device, videotape, or audiotape.

### Selling

To help companies maximize the exhibiting opportunity, exhibitors will be allowed to sell products/ services in the exhibition hall. The exchange of cheques and credit cards for a product or service is allowed. Every transaction must be accompanied by a receipt for the purchaser. For security reasons, cash transactions are discouraged. It is the exhibitor's responsibility to acquire any necessary licenses, permits, and/or identification numbers required by the local government to sell products/services. WCPCCS 2013 will not be held responsible for any misconduct by an exhibitor in terms of sales and agreements signed at their exhibition stand/booth.



### **Live Scanning**

The use of certain devices, ultrasound, X-ray, or laser equipment for the purpose of live scanning is strictly monitored. WCPCCS 2013 does not allow scanning of human models or animals. Certain scanning and live demonstrations may be approved on a case-by-case basis. Please e-mail your request to *Sonja@londocr.co.za*. Make sure to provide a detailed letter with the specifications of the equipment that will be used, how it will be used, and a sample of a liability waiver that attendees will be required to sign. The waiver must also include a statement that holds WCPCCS 2013 harmless for any adverse effects.

### **Surveys and Questionnaires**

Written approval from the WCPCCS 2013 Exhibits Management is necessary if an exhibitor wishes to have WCPCCS 2013 meeting attendees complete surveys or questionnaires. A copy of the survey/questionnaire must be submitted with a written statement of the purpose, specific identification of who will have access to the information provided by the survey/questionnaire, and whether the information will be used in ads, publications, or statements to any news or media source. All meeting participants must be allowed to complete a survey if they so desire. An exhibitor may not deny an attendee from participating in a survey/questionnaire based on age, sex, or race.

These guidelines are for exhibiting companies that will be asking convention registrants to complete a survey for research or analysis purposes. If questions are being asked for the sole purpose of 'qualifying' the registrant, approval is not needed.

### **Music, Videotapes, and Posters/Pictures**

At no time should music or videos be played at a level that interferes with a neighboring booth's/display's exhibiting activities.

## **CONTRACTUAL CONSIDERATIONS**

### **Liability**

Exhibitor hereby agrees to and does indemnify, hold harmless, and defend WCPCCS 2013 and the CTICC from and against any and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever (including but not limited to cost, interest, and attorney's fees), which WCPCCS 2013 and the CTICC may incur, suffer, be put to, pay or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission by an Exhibitor or any of its representatives, agents, vendors, employees, licensees, or invitees. The exhibitor further agrees that WCPCCS 2013, the CTICC and its respective agents and employees shall not be responsible in any way for 1) damage, loss, or destruction of any property of Exhibitor or 2) injury to Exhibitor or its representatives, agents, vendors, employees, licensees, or invitees.

### **Care of Building**

No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building, without prior knowledge or consent from the CTICC Management. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.

The CTICC appreciates that exhibitors need to decorate their stands by means of painting, welding, angle grinding, cutting timber, wallpapering etc. Exhibitors should note however that this is not permitted inside the Exhibition Hall and a specific area will be demarcated in the marshalling yard for this purpose.



## Electrical Fittings

Any electrical equipment brought into the CTICC must comply with the South African Electrical Regulations and the Occupational Health and Safety Act (OHS). Should this not be the case, equipment will be removed immediately from the premises at the exhibitor's expense and charges for any damage caused by faulty equipment will apply. The event organiser must ensure that no electrical equipment damages or interferes with the CTICC's electrical installation. Electrical fittings have to be installed by the designated CTICC electrical contractor.

## Insurance

It is the responsibility of each exhibitor to maintain insurance against injury, property damage, theft, fire, and any other forms of property loss or injury. WCPCCS 2013 requires that all exhibitors maintain insurance to whatever amount is specified by international and South African governments, for general liability insurance and workers compensation.

## Exhibitor Disputes

Exhibitors agree that any legal disputes, suits, or actions between WCPCCS 2013 and an exhibitor resulting from the participation in the exhibition or related activities of the WCPCCS 2013 will be governed by the laws of South Africa.

## Exhibitor Guidelines for 3rd parties

The following guidelines apply to all 3rd parties representing exhibitors:

1. On-site activities relating to public relations, marketing/solicitation to registered press, including WCPCCS 2013's official daily newspaper (if applicable), is prohibited.
2. Public relations staff and 3rd parties are considered non-media and are ineligible for press passes.
3. Non-WCPCCS 2013 press releases and other promotional materials are not accepted for display or distribution in the Congress Press Office.
4. The Congress Press Office and all press office activities are closed to non-media.
5. WCPCCS 2013's press registration list is proprietary information.
6. A copy of all press releases/media promotional materials distributed at the exhibitor booth must be provided to the WCPCCS 2013 Chairperson.

# EXHIBITOR GUIDELINES

## Proper Attire

All exhibitors and their agents are expected to dress and conduct themselves in a professional manner at all times and to comply with the rules, regulations, and policies of WCPCCS 2013. Exhibitor representatives are required to staff their exhibit booths at all times when the exhibit hall is officially open.

## No Smoking Policy

WCPCCS 2013 and CTICC have a no smoking policy. Smoking will not be permitted in any meeting or exhibition area, common space in the convention centre, or exhibit hall. Please refrain from smoking outside the main entrances leading into the Cape Town International Convention Centre.

## Registration / Badging

All individuals representing an exhibiting company must register as an exhibitor and wear the appropriate badge. This policy applies to personnel staffing a particular booth/display for the duration of the exhibition as well as those who will be visiting for a short period of time. Registration is not transferrable on-site. Exhibitors may not lend their registration badges to anyone. In addition, it is against WCPCCS S 2013 policy for an exhibitor to assist an ineligible

individual in obtaining a badge or gaining access to the exhibit hall. Anyone who violates this policy will be barred from further participation in this and future meetings. Each exhibiting company will receive two (2) complimentary badges for each 9m2 booth space purchased. An exhibitor's badge is valid for admission to the exhibit/display and identified sessions, areas only. Lost badges will be replaced upon proper identification at a fee of ZAR 500.00 (five hundred South African Rands) per badge.

Upon registering, all company representatives must produce a business card of the exhibiting company that they represent. The card must have their name printed on it and, if requested, they must be prepared to present a valid form of identification (e.g., government issued driver's license, ID document or passport) to obtain a badge.

Group pickup of badges will be allowed on-site for companies that have registered 10 or more staff and who have submitted a badge list to WCPCCS 2013 by 5 January 2013. Group badges can only be picked up by the contact specified on the Certified Exhibitor Representative Form. Please be aware that WCPCCS 2013 will not make a duplicate badge without charging a ZAR500.00 badge replacement fee.

### **Temporary Personnel**

If it is necessary for your company to employ temporary personnel, be sure to provide them with the exhibiting company's name, booth number, the name of the contact at the booth, proof of affiliation with the temporary agency and valid ID (e.g., driver's license). All temporary personnel must be badged properly. Temporary staff badges are counted toward your complimentary badge allotment.

**Work Badges** Unregistered exhibitor agents, vendors, and exhibitor designated contractors (EDC) who wish to access the exhibit floor during installation and dismantlement hours will be required to show proof of affiliation with the exhibiting company or exhibitor-designated contractor to receive a work badge. Work badges will be distributed from an EDC Contractor Desk outside the exhibition hall.

### **After-Hours Admission to Exhibition Hall**

Exhibitors wearing badges may enter the exhibit hall 1 hour before the opening of the exhibition, and may remain in the exhibit hall 1 hour after the close of the exhibition each day. Exhibitors needing access to the exhibit hall at times not stated above must get approval from Londocor and provide valid ID to security upon entering the hall. Only exhibitors with badges will be permitted to enter the exhibit hall.

## **OFFICIAL CONTRACTORS AND SERVICES**

Information regarding WCPCCS 2013's official contractors will be provided in the Exhibitor Service Manual. After space has been assigned by WCPCCS 2013, an Exhibitor Service Manual will be e-mailed to each participating exhibiting company. This document will also be available on the website. The service manual will enable the exhibitor to order services and booth/display equipment. The following services must be performed exclusively by WCPCCS 2013 contractors:

- Exhibition stand cleaning services
- Security for the exhibition hall and individual exhibition stands
- Material handling services
- Electrical services
- Plumbing services
- Photography

Forms will be available in the Exhibitor Service Manual.



It is the responsibility of the exhibiting company to forward all pertinent information to their contractors (e.g., Exhibitor Service Manual, move in/out instructions, shipping).

WCPCCS 2013 has also provided the following official vendors for your convenience (if required):

- Audio Visual & Technical Support
- Travel Agency
- Shuttle Buses/Group Transportation
- Florist
- Customs Broker
- Freight Forwarder
- Stand Builder

## EXHIBITOR-DESIGNATED CONTRACTORS

This includes booth/stand builders and other vendors associated with your exhibition stand or sponsorship item. Exhibitors may use Exhibitor-Designated Contractors (EDC) for services other than those mentioned previously as exclusive. Exhibitors who decide to use an EDC must require their contractor to adhere to all of WCPCCS 2013's rules and regulations. Exhibit companies will be held responsible for any violations of WCPCCS 2013 policy or the inappropriate actions of their EDC, staff, agents or vendors.

1. All exhibitors must submit to Londocor in writing, on the exhibiting company's letterhead (letters from contractors will not be accepted) or the form in the Exhibitor Service Manual, the name of the contracted company, the contact person, the company's mailing address, business telephone, and fax number.
2. All EDCs must submit to Londocor a certificate of insurance that provides for general liability insurance in the amount specified by international and/or South African Government including property damage and workman's compensation. This insurance certificate must name WCPCCS 2013 as certificate holder and additionally insured and must be valid for the duration of the congress, including build up and break-down days. EDCs that fail to send in an insurance certificate will not be allowed to provide their services. No exceptions will be made.
3. Upon arrival at the convention centre, an EDC must check in at the EDC registration desk to receive permits to work in the exhibition hall. Daily passes will be issued to the labor supervisor only. The first representative will be responsible for distributing the passes to their co-workers. WCPCCS 2013 can assume no responsibility for the distribution of work passes.
4. WCPCCS 2013 / Londocor reserves the right to remove any exhibitor or designated contractor whose actions jeopardize the on-time opening of the exhibition or whose employees fail to observe the regulations and procedures contained in this Exhibition Prospectus, other official documentation, and/or Exhibitor Service Manual.
5. An EDC must cooperate with the official contractors/vendors, especially by not interfering with the efficient use of an official contractor's employees.
6. An EDC who is supplying personnel to an exhibitor may not set up a service desk in common areas. The service desk may be placed in client's exhibit area.
7. Solicitation of business in the exhibit hall is strictly prohibited for any EDC. This includes, but

is not limited to, the posting of signs, distribution of literature, business cards, or other forms of advertising/marketing.

8. No EDC is allowed on the exhibit floor during exhibition hours unless it is at the specific request of the exhibitor. This request must be made in writing to the WCPCCS 2013 Exhibition Management (Londocor) and include the name of those individuals needing access as well as an explanation as to why such access is necessary. WCPCCS 2013 Exhibition Management (Londocor) will treat these individuals as exhibitor personnel and attribute their registration to the overall booth registration total. If the preparation of a badge for these individuals goes over the allocated number of complimentary badges, the appropriate fees will be charged. All EDCs must be dressed in appropriate business attire during the times when the exhibit hall is open.

## EXHIBITION STAND / BOOTH CONFIGURATION AND CONSTRUCTION

In an effort to maintain a uniform appearance, WCPCCS 2013 has adopted some guidelines for booth construction. When designing your stand/booth please keep in mind the following overall regulations:

### Height restriction

- The height restriction for all exhibition stands/booths will be **6m**. All stand/booth builders must submit a Structural Engineer's Certificate for stands over 3 meters in height with their floor plans incorporating front, side and top elevation to the CTICC for approval at least 30 (thirty) days prior to build-up day. Please note that failure to comply with this requirement may result in refusal of permission to erect the booth/stand.
- Hanging signs or lights from the exhibit hall ceiling must be approved in writing by the CTICC. All booths must be carpeted or an approved flooring material must be supplied (such as vinyl, wood, etc). The common aisle carpet color used by WCPCCS 2013 will be published in the Exhibitor Service Manual.

### Double Tier Stands

Exhibitors utilizing and/or planning a double tier stand are required to provide a Structural Engineer's Certificate to the CTICC for authorization 30 (thirty) days prior to the event, to comply with legal / safety regulations. "

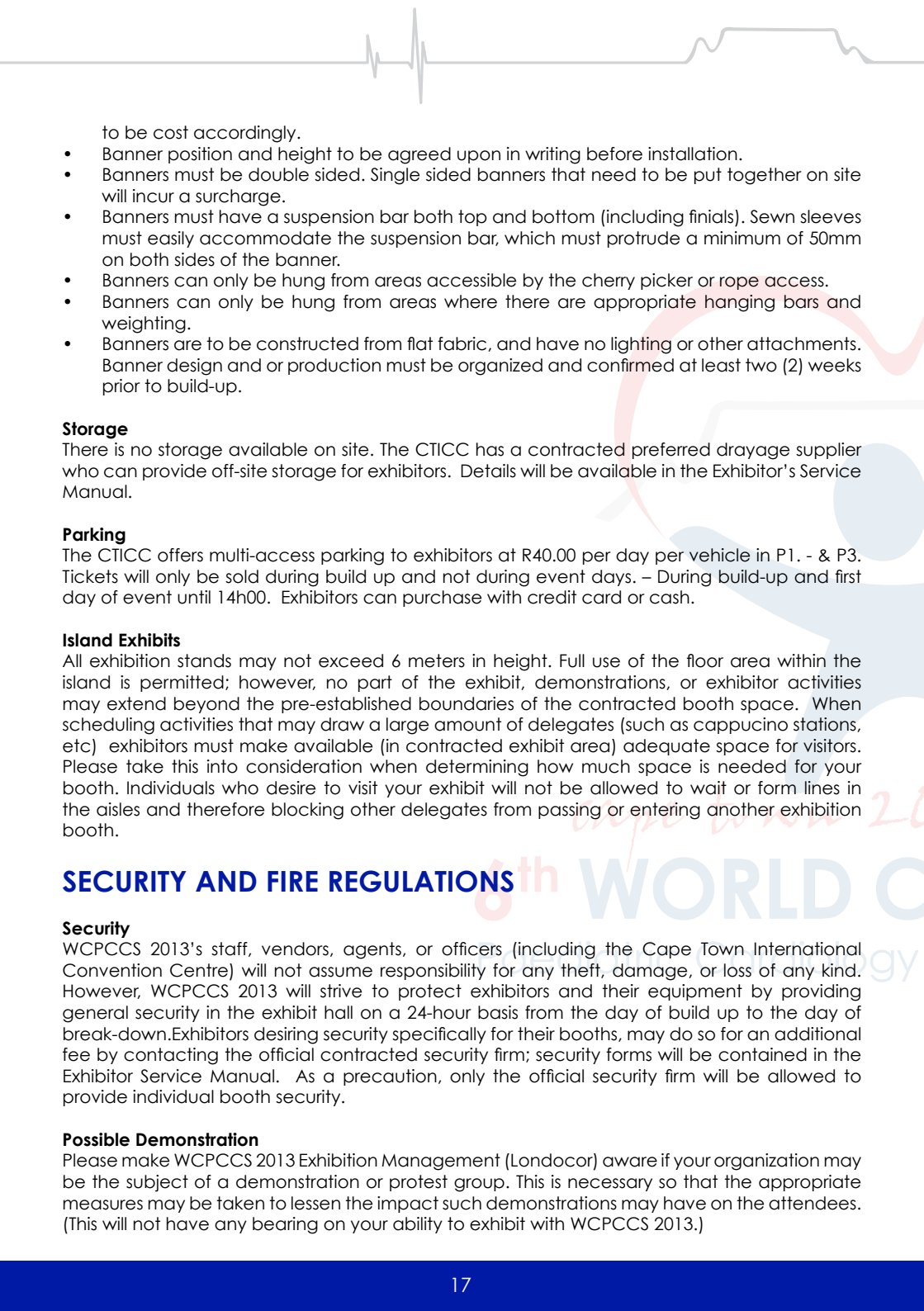
### Hanging Signs/Lights & Banners

Exhibitor's signs or lights may not bear the WCPCCS 2013 name or its logo unless approval has been granted by WCPCCS 2013. All signs or lights must be hung *from inside your booth* at all times and must be positioned or affixed in a manner that would not present a potential hazard. Hanging signs or lights from the exhibit hall ceiling must be approved in writing by the CTICC.

The CTICC has a preferred supplier to handle all rigging requirements, from the hanging of simple signs, banners, and lights to even cars. The CTICC's accredited preferred supplier is fully compliant with national safety standards.

Further requirements include:

- All banners require the approval of the CTICC management prior to hanging.
- All banners are to be delivered on the **FIRST** day of build-up. Late delivery will incur a surcharge.
- All banners have a minimum of 2 points of suspension; if more are required these will need



to be cost accordingly.

- Banner position and height to be agreed upon in writing before installation.
- Banners must be double sided. Single sided banners that need to be put together on site will incur a surcharge.
- Banners must have a suspension bar both top and bottom (including finials). Sewn sleeves must easily accommodate the suspension bar, which must protrude a minimum of 50mm on both sides of the banner.
- Banners can only be hung from areas accessible by the cherry picker or rope access.
- Banners can only be hung from areas where there are appropriate hanging bars and weighting.
- Banners are to be constructed from flat fabric, and have no lighting or other attachments. Banner design and or production must be organized and confirmed at least two (2) weeks prior to build-up.

### **Storage**

There is no storage available on site. The CTICC has a contracted preferred drayage supplier who can provide off-site storage for exhibitors. Details will be available in the Exhibitor's Service Manual.

### **Parking**

The CTICC offers multi-access parking to exhibitors at R40.00 per day per vehicle in P1. - & P3. Tickets will only be sold during build up and not during event days. – During build-up and first day of event until 14h00. Exhibitors can purchase with credit card or cash.

### **Island Exhibits**

All exhibition stands may not exceed 6 meters in height. Full use of the floor area within the island is permitted; however, no part of the exhibit, demonstrations, or exhibitor activities may extend beyond the pre-established boundaries of the contracted booth space. When scheduling activities that may draw a large amount of delegates (such as cappuccino stations, etc) exhibitors must make available (in contracted exhibit area) adequate space for visitors. Please take this into consideration when determining how much space is needed for your booth. Individuals who desire to visit your exhibit will not be allowed to wait or form lines in the aisles and therefore blocking other delegates from passing or entering another exhibition booth.

## **SECURITY AND FIRE REGULATIONS**

### **Security**

WCPCCS 2013's staff, vendors, agents, or officers (including the Cape Town International Convention Centre) will not assume responsibility for any theft, damage, or loss of any kind. However, WCPCCS 2013 will strive to protect exhibitors and their equipment by providing general security in the exhibit hall on a 24-hour basis from the day of build up to the day of break-down. Exhibitors desiring security specifically for their booths, may do so for an additional fee by contacting the official contracted security firm; security forms will be contained in the Exhibitor Service Manual. As a precaution, only the official security firm will be allowed to provide individual booth security.

### **Possible Demonstration**

Please make WCPCCS 2013 Exhibition Management (Londocor) aware if your organization may be the subject of a demonstration or protest group. This is necessary so that the appropriate measures may be taken to lessen the impact such demonstrations may have on the attendees. (This will not have any bearing on your ability to exhibit with WCPCCS 2013.)

## Product/Equipment Removal

Exhibiting companies that would like to remove company equipment (e.g., medical equipment, computers, luggage, and boxes) from the hall during the exhibition must complete an equipment materials release form and provide the attending security personnel with a business card and a driver's license, passport or ID for identification. Release forms can be obtained from the Exhibition Management Office, security at the entrance to the exhibit hall, or from the main exhibitor's registration desk. WCPCCS 2013 advises that you do not place products or any other item of value in your booth until there is a company representative in attendance. If you find anything missing from your exhibit, please notify security immediately. WCPCCS 2013 will assume no responsibility for missing or stolen items.

## Fire Regulations

All participating organizations and their personnel must comply with the local and governmental fire regulations. All decorating materials, furniture, signs, and equipment must meet the safety regulations set by the CTICC. No empty crates or boxes may be stored in the exhibit area, under draped tables, or behind the pipe and drape.

WCPCCS 2013 requires that any exhibitor using or generating hazardous waste or potentially dangerous materials must get the written permission of WCPCCS 2013 Exhibition Management (Londocor) and the convention centre prior to the opening of the exhibition. Hazardous waste is considered to be any liquid, material, or substance that may cause fire, injury or make the air unsafe to breathe. The following are prohibited unless approved by WCPCCS 2013 Exhibition Management (Londocor) prior to the date of exhibition:

- Flammable liquids, Combustibles, Hazardous materials/waste and equipment
- Cooking devices (e.g., microwaves, hot plates, radiant ovens, etc.), - Anything producing an open flame

Questions about Fire Department regulations should be directed to the Cape Town International Convention Centre.

## SPONSORSHIP OPPORTUNITIES

The following additional sponsorship opportunities are available to participating exhibitors:

### 1. Opening Cocktail Function – All exhibitors


Food, fun and fellowship are key ingredients of this very successful event and will be held inside the exhibition hall. This is a wonderful opportunity for attendees to network with the exhibitors and reconnect with colleagues and friends, and one of the largest and best attended events of any congress. The WCPCCS 2013 will provide world-class entertainment for the duration of the welcome reception. The WCPCCS 2013 realizes that this is an expensive event for one organisation to sponsor, and is therefore appealing to all exhibitors to contribute to this event. You will be able to pre-order your beverages (alcoholic and non-alcoholic) as well as snack platters to be delivered to your stand 2 hours prior to the welcome reception.

All beverages will be charged by the CTICC, and may be ordered according to your budget. The CTICC will supply you with glasses, ice buckets and waiters (if applicable) Terms and conditions apply (please refer to "Food & Beverages")

Order forms for food items and beverages will be included in the Exhibitor's Service Manual  
Cost: According to your own budget

### 2. Hospitality Suites

The WCPCCS 2013 has made provision for three (3) hospitality suites during the Congress. Please refer to the floorplan for the exact location of the Hospitality Suites



**Hospitality Suite 1** (12m x 6m) will be inside the main exhibition hall. The Digital Poster Display Area and stage will be in close proximity of this hospitality suite, ensuring maximum exposure to the sponsor.

Seating for approx. 150 - 200 delegates will be included in the area surrounding the Hospitality Suite.

Cost: ZAR400 000 (four hundred thousand South African Rand)

**Hospitality Suite 2** (21m x 15m) will be in the Jasminium Restaurant. Please refer to the floorplan for the exact location of this area. Seating for approx. 150 - 200 delegates will be included in the area.

A tea/coffee station will be set up in the Jasminium Restaurant for early-morning sessions.

A dessert serving station will be set up in the Jasminium Restaurant at lunch-time. This will ensure maximum exposure to the sponsor.

Cost: ZAR350 000 (three hundred and fifty thousand South African Rand)

**Hospitality Suite 3** (21m x 15m) will be in the Strelitzia Restaurant

Please refer to the floorplan for the exact location of this area. Seating for approx. 150 - 200 delegates will be included in the area. A tea/coffee station will be set up in the Jasminium Restaurant for early-morning sessions.

A dessert serving station will be set up in the Jasminium Restaurant at lunch-time. This will ensure maximum exposure to the sponsor.

Cost: ZAR350 000 (three hundred and fifty thousand South African Rand)

Hospitality activities held within the hospitality suites may not conflict with the official programme or events of WCPCCS 2013. Such activities must be of a professional social (networking) or marketing nature. All hospitality suites will have the right to serve alcoholic beverages (except at the cocktail function where all exhibitors may order alcoholic and non alcoholic beverages to be served from their stands/booths.

### **3. Preliminary Programme**

The Preliminary Programme is distributed electronically to professionals worldwide and gives prospective participants timely information on the sessions and programs, along with housing and registration information. Due to an early production schedule, the Preliminary Programme commitment needs to be made as soon as possible.

Cost: Exclusive sponsorship at ZAR 30 000.00 (thirty thousand South African Rand)

### **4. Pocket Programme / Mini Programme**

To be included with the registration pouch/badge. The sponsor's logo and booth space will be prominently displayed.

Cost: Exclusive sponsorship of ZAR 50 000 (fifty thousand South African Rand) including printing costs


### **5. Final Programme & Exhibitor Directory (Advertising)**

Distributed from the registration desk, the *Final Programme* & *Exhibitor Directory* will include comprehensive information on the scientific sessions, the speakers and other programmes. The Final Programme is provided to all registrants on-site and used throughout the Congress.

Cost: A4 size full colour advertisements are available at ZAR15 000.00 (fifteen thousand South African Rand) per advert

### **6. Exhibit Hall Map & Map of the Cape Town ICC**

This invaluable map is key to making attendees' time in the exhibition hall as well as ICC as effective and enjoyable as possible. Sponsor's corporate logo and booth space will be



prominently displayed.

This map may be included with the registration materials, or handed out at your exhibition booth.

Cost: Exclusive sponsorship is available at ZAR25 000.00 (twenty five thousand South African Rand )including printing costs

### **7. Invited Faculty Dinner**

All invited international – and local faculty as well as the organising committee for WPCSS 2013 will be invited to this dinner. The sponsor will have the exclusive right to participate in the event. The sponsor will have the opportunity to welcome the guests, including a 10 minute presentation. Subtle branding will be allowed.

The costs include transfer costs, a set menu and selected beverages for the evening for approx. 200 speakers

Cost: Exclusive sponsorship is available at ZAR150 000.00 (one hundred and fifty thousand South African Rand)

### **8. Luggage Check**

This sponsorship opportunity offers visibility, convenience and peace of mind. Before traveling home, attendees who have checked out of their hotel rooms may leave their baggage in a secure area (provided by WPCSSA 2013 and enjoy the rest of the day at the congress. Benefits include the option of corporate-or brand specific signage in front of the luggage check counter and the sponsor may supply claim tickets as well as luggage tags for participants.

\*Terms and conditions apply

Cost: Exclusive sponsorship is available at ZAR25 000.00 (twenty five thousand South African Rand)

### **9. Hotel Keys**

Build name recognition for your company, product or exhibit space with customized hotel keys for select congress hotels. (Approximately 4 to 6 hotels).

\*Terms and conditions apply

Cost: Exclusive sponsorship is available at ZAR25 000.00 (twenty five thousand South African Rand) excluding printing

### **10. Tea/Coffee & Lunch Stations**

All tea/coffee breaks and lunches will be served inside the exhibition hall.

Hospitality Suites located in the Strelitzia and Jasminium Restaurants will have tea/coffee stations for early-morning only.

The sponsor will be allowed to brand all serving stations with table cloths, serviettes, coasters, etc

Branding of the CTICC's serving staff (i.e aprons, caps, sashes, etc) may be allowed (subject to their approval)

One sponsor allowed per day (30 serving stations in the exhibition hall)

Cost: ZAR35 000.00 per day (thirty five thousand South African Rand)

### **11. City Guide**

Cape Town is as rich, charming and welcoming as ever. Your sponsorship will help thousands navigate and explore this spectacular city while viewing you products(s) ads. One guide will be placed in each attendee's registration bag.

Cost: Exclusive sponsorship is available at ZAR25 000.00 (twenty five thousand South African Rand)- including printing costs

## 12. Shuttle Buses / Transportation

The majority of attendees take advantage of the shuttle bus service. Showcase your company or product information to riders and the public by placing colorful ads inside all the convention buses. All marketing material must be pre-approved by WCPCCS 2013. Additional options are available, such as headset wraps. You may also dress the drivers with t-shirts, caps, etc. (subject to approval)

Cost: Exclusive sponsorship is available at ZAR100 000.00 (one hundred thousand South African Rand)

## 13. Branding of Restrooms in the CTICC

Further details are available from the Exhibition Management Company (Londocor) Branded hand wash items, tissues, small flower arrangements etc may be placed inside all the restrooms \*terms and conditions apply

Cost: Exclusive sponsorship is available at ZAR25 000.00 (twenty five thousand South African Rand)

## 14. Branding of Recycle Dustbins

Branded wrappers for the recycle dustbins inside the exhibition hall will be allowed. Further details are available from the Exhibition Management Company (Londocor) \*terms and conditions apply

Cost: Exclusive sponsorship is available at ZAR25 000.00 (twenty five thousand South African Rand) excluding printing costs

## 15. Congress Bags

Attendees use their congress bags during the Congress and for many months to follow. The sponsor's logo will be prominently displayed on the congress bag (to be supplied by WCPCCS 2013) No free exhibition space or trade registrations will be applicable.

Cost: Exclusive sponsorship is available at ZAR400 000.00 (four hundred thousand South African Rand)

## 16. Congress Satchels (name badges/pouches & lanyards)

All registered delegates must visit the Registration Desk each day to scan their name badges for full CPD/CME points.

The sponsor's logo will be prominently displayed on the name tag/pouch and lanyard (to be supplied by WCPCCS 2013) No free exhibition space or trade registrations will be applicable.

Cost: Exclusive sponsorship is available at ZAR100 000.00 (one hundred thousand South African Rand)

## 17. Note pads & pens

The sponsor's logo will be prominently printed on the official congress notepad and pen (to be inserted into the congress bag). No free exhibition space or trade registrations will be applicable.

Cost: Exclusive sponsorship is available at ZAR100 000.00 (one hundred thousand South African Rand)

## 18. "Doctor's Information Bag"

Exhibiting companies that would like to distribute advertisements and invitations to WCPCCS 2013 registrants during the World Congress may do so by participating in the "Doctor's Bag" programme. The "Doctor's Bag" will be given to each WCPCCS 2013 participant each morning. Please note that the material submitted for inclusion in the "Doctor's Bag" programme may only promote your organisation's product, service, or event. If the material contains advertisement(s) from other exhibiting or non exhibiting organisations, it will not be approved for participation in the "Doctor's Bag" programme.



All inserts need pre-approval from WCPCCS 2013.

Cost: R7 000.00 (seven thousand South African Rand) per insert

### **19. Mailing addresses**

Companies that have registered to exhibit at the World Congress may be approved to purchase the pre-registration/post-registration mailing lists. A copy of your mailer must be approved by WCPCCS 2013 Exhibits Management before this list can be purchased. The meeting labels may not be duplicated or resold to another organisation. Only exhibitors may rent an advance registration mailing list. A mailing label order form will be included in your exhibitor service manual.

Mailing lists will only be available 3 months prior to the Congress.

Cost: R25 000.00 (twenty five thousand South African Rand)

### **20. Industry sponsored symposia and special events**

WCPCCS 2013 invites industry to host educational satellite symposia during the World Congress, but limits when those events may take place. No activities of any kind can be scheduled during the official programme or social activities of the WCPCCS 2013.

#### **Official symposia and events (Breakfast- and Dinner Symposia)**

Official activities are defined as any event hosted, organised or sanctioned by WCPCCS 2013, and includes workshops, breakfast symposia, dinner symposia and other educational meetings.

No lunch-time symposia will be permitted during WCPCCS 2013.

A maximum of 4 sponsored breakfast symposia will be allowed on the following mornings of the Congress:

- Monday 18 February
- Tuesday 19 February
- Wednesday 20 February
- Thursday 21 February
- Friday 22 February


A maximum of 2 sponsored dinner symposia will be allowed on the following evenings of the Congress:

- Monday 18 February
- Tuesday 19 February
- Thursday 21 February

Cost: ZAR 50 000.00 (fifty thousand South African Rand) per symposium (excluding venue hire, audio-visual and technical equipment, meals, beverages, speakers' costs, honoraria, etc.)

\*\*\* please refer to the following terms and conditions:.

No application will be processed unless the appropriate fee has been received by WCPCCS 2013. Organizations whose programme(s) are not placed due to lack of space or refusal of application will be refunded their total symposium/event fee. *No refunds will be given for symposium/event cancellations. These fees are administrative and provide you with authorization to host an event during WCPCCS 2013 with access to the meeting participants and do not include costs relating to faculty, room rental/venue hire, audio visual, food, beverages, honoraria, airline travel, speakers, etc.* Companies should refrain from hosting or supporting any cardiovascular or similar event in Cape Town during the WCPCCS 2013



### **Rules and Regulations Governing industry -Sponsored Symposia and Special Events**

To receive approval for an official and unofficial activity, the requesting organization must be a paid participating exhibitor in the WCPCCS 2013 exhibition. If a company cancels its booth/display space, the exhibiting company will not be allowed to sponsor a symposium/social event, or any unofficial activity during the World Congress. Exhibiting companies that desire to host an event must indicate this on the attached booking form. Applications will be processed on a first-come, first-served basis.

All applications must accompany the topic of the symposium and brief details on the speaker (if possible). Please note that the final approval for your sponsored symposium will lie with the scientific committee who will request the full title of the symposium, content details and CV of the invited speaker.

### **Third-Party Medical Education Provider**

Sponsors who choose to use a third-party planner must submit a letter on a company letterhead notifying WCPCCS 2013 of the company name, address, phone number, and company contact information. No direct requests from third-parties will be considered. Request for WCPCCS 2013 Symposium & Special Event Applications from third parties will be denied. The sponsoring company is responsible for making hotel reservations for their third party if needed, and for forwarding all pertinent information to their vendors. WCPCCS CONGRESS 2013 will assume no responsibility for furnishing information to a vendor. The sponsor will be held responsible for all actions of the vendor/third party, and any accident(s) or suit(s) arising from or in connection with your event.

### **Promotional Brochures and Invitations**

All announcements and invitations should clearly indicate on the cover the name(s) of the sponsoring body and the source of financial support for the event. The materials in no manner may imply, either directly or indirectly, that the program is a part of, or an official activity of WCPCCS 2013. No symposia/event material may use language or terms such as "presented during," "presented in conjunction with," "preceding," "prior to," "following," "live from," or statements similar in nature. Use of the WCPCCS 2013 logo or name is not permitted unless approval has been obtained. Also, all advertisement or invitation copy must be pre-approved in order to participate in any of the WCPCCS 2013 marketing opportunities. Invitations may be distributed through one of the WCPCCS 2013 marketing opportunities (i.e. Electronic Mailings, Doctor's Bag, Journal and/or Exhibit Guide advertising) or from your exhibit booth (restrictions apply). Symposium/event signs may only be placed in the venue (on the day of the event) where the symposium/event is scheduled to take place, with written permission of the venue. Flyers or invitations of any kind may only be distributed through the promotional programs listed above (provided by WCPCCS 2013). Distribution of materials at other hotels in the WCPCCS 2013 block, the convention centre, and on the shuttle buses is prohibited unless approval has been obtained.

Symposia may only be held during unrestricted days and times. If a symposium/social event/focus group is held without WCPCCS 2013's approval, the sponsor will be required to pay the appropriate fee and/or the event may be required to terminate immediately.

### **Convention Centre Meeting Rooms**

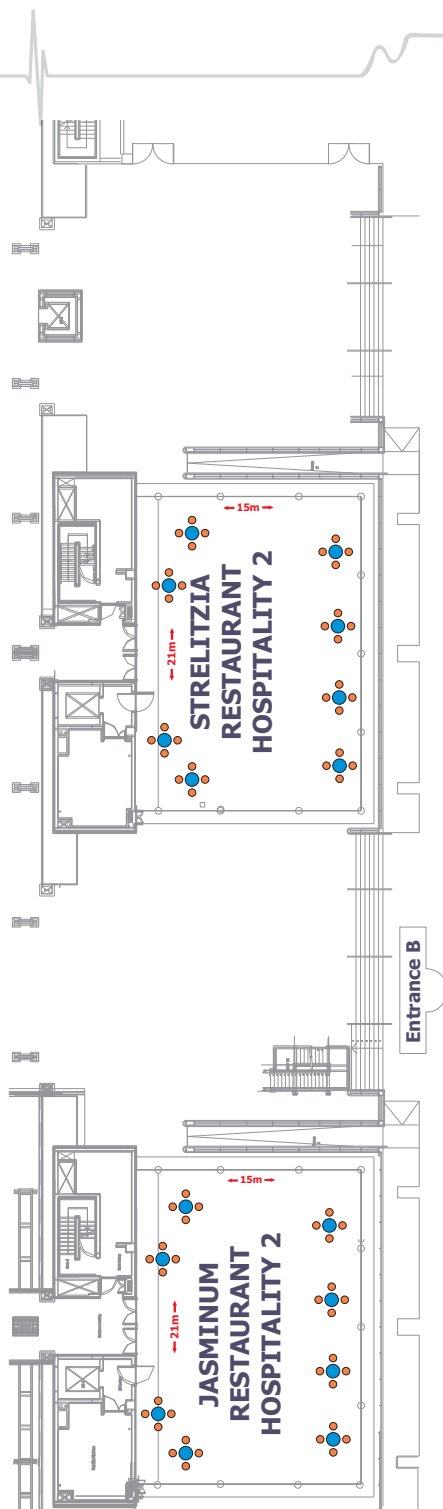
No exhibitor will be assigned meeting space in the convention centre, unless written permission has been provided by WCPCCS 2013.

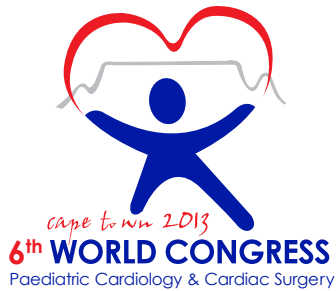
For any other marketing and/or sponsorship opportunities, please contact Londocor at:  
Tel: +27 11 768 4355 or e-mail [sonja@londocor.co.za](mailto:sonja@londocor.co.za) or [yvonne@londocor.co.za](mailto:yvonne@londocor.co.za)



# Exhibition Hall

## Foyer area





**Please note:**

**Londocor Event Management** will respond to enquiries regarding exhibition & sponsorship opportunities.

Tel: +27 11 768 4355

E-mail: [Sonja@londocor.co.za](mailto:Sonja@londocor.co.za) or [Yvonne@londocor.co.za](mailto:Yvonne@londocor.co.za)  
or [info@londocor.co.za](mailto:info@londocor.co.za)

**Event Dynamics** will respond to enquiries regarding registration-, accommodation/housing-, scientific programme and other logistical arrangements pertaining to the Congress.

Tel: +27 21 408 9796

E-mail: [info@pccs2013.co.za](mailto:info@pccs2013.co.za)

For any other information, please visit the Congress Website on [www.pccs2013.co.za](http://www.pccs2013.co.za)