



DURBAN · SOUTH AFRICA · 21-24 NOVEMBER

CANCER IN AFRICA: BRIDGING SCIENCE & HUMANITY

EXHIBITION GUIDE

CONFERENCE OVERVIEW

AORTIC'S 9TH INTERNATIONAL CANCER CONFERENCE

The African Organisation for Research and Training in Cancer (AORTIC) is pleased to announce its ninth international conference on the burden of cancer in Africa. Hosted by AORTIC and taking place in Durban from 21-24 November 2013, the 4-day conference will feature interactive workshops, industry symposia, keynote addresses, plenary sessions, breakfast sessions and free communication of abstracts, as well as a social programme to encourage delegate interaction throughout the conference.

The exhibition will be located in the refreshments and networking area of the conference venue, ensuring that exhibitors receive regular traffic and exposure.

EXHIBITOR BADGES

Each stand includes exhibitor badges for 2 staff. Exhibitor badges allow access to all lunches and refreshment breaks, and the exhibition; access to scientific sessions is excluded. Exhibitors are asked to ensure that all staff are properly registered with the Conference Organiser in advance of the conference. Casual visitors are not allowed. From the opening of the exhibition at 07h00 on Thursday, 21 November 2013, staff will not be admitted into the conference area without an official exhibitor badge.

NOTE: Exhibitor badges will be issued only after full payment for the exhibition stand has been received.

STAND BUILDERS

All exhibitors engaging stand builders must provide the Conference Organiser with names and contact details of their appointed stand builders. Exhibitors are responsible for ensuring that their stand builders are made aware of all relevant regulations and requirements contained in this guide and the Terms and Conditions.

FURNITURE

All furniture is to be supplied by the conference-appointed stand builders. The full schedule of items that can be obtained directly from them is available on request.

PAINTING

No painting, whether by brush, spray or roller is permitted anywhere inside the International Convention Centre Durban.

CARPETS

The venue is carpeted throughout. Any exhibitor wanting to lay any other form of floor covering on a stand must obtain the approval of the Conference Organiser. Any damage to the International Convention Centre Durban by an exhibitor will be charged to the exhibitor.

BANNERS

The hanging of banners is NOT permitted within the exhibition area other than within exhibition stands.

CATERING

The International Convention Centre Durban has exclusive catering rights on the property. Any exhibitor wishing to serve food or beverages at their stand must make arrangements directly with the Conference Organiser.

EXHIBITOR PUBLICITY

All exhibitors are invited to submit an electronic version of their logo for inclusion in the conference handbook. This handbook will be combined with the conference programme and will be given to all delegates at the conference.

The information submitted will also be put onto the conference website. This information must be submitted to the Conference Organiser by Friday, 20 September 2013.

SUSTAINABILITY POLICY

AORTIC 2013 has endeavoured to reduce its environmental footprint through the implementation of a "greening" policy and exhibitors are encouraged to provide only sustainable giveaways, rather than brochures or flyers. The use of sustainable materials such as soy-based inks and recycled paper is encouraged, as well as limiting the use of shipping materials.

DELEGATE PACKS

Each delegate is issued with a conference pack. Exhibitors are invited to include promotional material in these packs at no extra charge. Exhibitors are responsible for producing and delivering their materials to the Conference Organiser for inclusion in the delegate bags, no later than 14h00 on Monday, 11 November 2013. Materials must be no larger than A4 in size. It is estimated that 800 units will be required but final unit requirements will be confirmed 2 months before the conference. Exhibitors are encouraged to provide sustainable and useful inserts.

INSURANCE AND SECURITY

Neither the International Convention Centre Durban nor the Conference Organiser take any responsibility for loss of or damage to exhibition stand material, equipment or exhibits. Exhibitors are encouraged to affect their own insurance to cover all risks. The attention of exhibitors is drawn to the AORTIC 2013 Exhibition Terms and Conditions, as found on the conference website: www.aortic2013.org.

EXHIBITION VENUE

Hall 3, International Convention Centre Durban

EXHIBITION SCHEDULE

(Provisional, depending on the final programme)

Thursday, 21 November 2013
07h00 – 18h00

Friday, 22 November 2013
07h00 – 18h00

Saturday, 23 November 2013
07h00 – 18h00

Sunday, 24 November 2013
07h00 – 13h30

STAND SPECIFICATIONS

SIZE:

3.0 m wide by 3.0 m deep

SPECIFICATIONS:

Basic shell scheme; fascia board (white with black lettering); plug point (15 amp single phase); spot lighting; overall security of complex; general illumination; 2 exhibitor badges (includes lunches and refreshments, excludes conference sessions); listing in conference handbook; listing on conference website and an insert in the delegate bag.

The price for the stand includes both hire of floor space and provision of a shell scheme which will be automatically supplied unless specified to the contrary.

No discount is available to exhibitors not taking the included shell scheme described.

The shell scheme exhibition stands provided are affordable stands of simple but attractive design. Any "designer stands" must first be approved by the Conference Organiser.

SET-UP AND BREAKDOWN

Exhibitors may begin setting up their stands at 14h00 on Wednesday, 20 November 2013 to be ready for 08h00 on Thursday, 19 November 2013.

Breakdown may begin at 13h30 on Sunday, 24 November 2013 and NOT BEFORE. All materials must be removed from Hall 3, International Convention Centre Durban by 19h00 on Sunday, 24 November, 2013.

NOTE: Materials not removed by exhibitors by this time will be disposed of by the Conference Organiser at the exhibitor's expense.

DOWNLOADS:

To download the AORTIC 2013 Exhibition Terms and Conditions and the Stand Reservation Form, please visit: www.aortic2013.org.

For more information on the AORTIC 2013 Terms and Conditions and the Stand Reservation Form, please visit the conference website: www.aortic2013.org

AORTIC 2013 CONFERENCE ORGANISER, AFRICAN AGENDA

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