

EXHIBITION GUIDE

AORTIC 2007 CONFERENCE AND EXHIBITION



AORTIC 2007 OAREC

24 - 28 OCT 2007
CAPE TOWN AFRIQUE DU SUD

CANCER IN AFRICA - CHALLENGES AND OPPORTUNITIES
CANCER EN AFRIQUE - DÉFIS ET OPPORTUNITÉS



ABOUT THE CONFERENCE

AORTIC 2007 Cancer in Africa – Challenges and Opportunities

CONFERENCE DESCRIPTION

The African Organisation for Research and Training in Cancer (AORTIC) has as its key objectives to stimulate and promote research into cancer in Africa; to support and develop standardised training programmes in all aspects of cancer care and management; and to enable African countries to develop National Cancer Control Programmes. AORTIC is committed to creating awareness of the extent of cancer in Africa and to ensure that programmes to prevent, diagnose, treat and palliate cancer are firmly on the continent's health agendas.

Following the success of the 2005 conference in Dakar, AORTIC's 6th international cancer conference will focus on all aspects of cancer care and management: from prevention and diagnoses to treatment and palliation. The scientific programme will promote and facilitate an international exchange of research and practical information among practitioners working in cancer care.

CONFERENCE OBJECTIVES

- Discuss and create appropriate National Cancer Control Programmes for Africa
- How to develop National Cancer Registries
- Understand recent advances in the genetic and environmental causes of cancer
- Discuss the prevention, diagnosis, treatment and palliation of cancers of the prostate, breast, cervix, liver, oesophagus, Burkitt's lymphoma and other haematological malignancies
- Understand how to mobilise collaborative research teams to build capacity and advocacy around cancer in Africa
- Describe minimal guidelines for health care professionals to develop competencies in cancer care and research
- Management of cancer in HIV-positive patients

TARGET AUDIENCE

Physicians, clinical research scientists, basic research scientists, nurses, social workers, psychologists, social scientists, epidemiologists, dentists and oral surgeons, pharmacists, laboratory technicians and other professionals at Master's or doctoral level, as well as those with professional equivalence who have been actively engaged in research or the clinical aspects of cancer.

For more information about the conference, please visit the website: www.aortic2007.org

ABOUT THE EXHIBITION

The AORTIC 2007 exhibition will be held from 24-28 October 2007 and will be located in Hall 3 of the Cape Town International Convention Centre.

Delegate exposure to the exhibition will be before and after the conference and during refreshment breaks and lunch, which will be hosted in the exhibition area.

EXHIBITOR OPPORTUNITIES

Exhibitors can make use of this opportunity to display their products and services to 250 delegates and speakers involved in cancer research. There is space for approximately 20 stands.



EXHIBITION GUIDE

The purpose of this guide is to provide you with all the information you will require to ensure your successful participation in the AORTIC 2007 Conference and Exhibition. To assist us in providing you with all the services you require, please read it thoroughly and observe the deadlines given. While we believe the contents of this guide will answer all your questions do not hesitate to contact any of the people listed below if you need further information.

AORTIC 2007 Conference Organiser

African Agenda

Keith Burton

Tel: +27 (0)21 683 2934

Fax: +27 (0)21 683 0816

Email: keith@africanagenda.com

Stand Builder

Oasys Exhibitions and Events

Karin Vleggaar

Tel: +27 (0)21 526 3200

Fax2Email (direct): 086 51 606 42

Email: karin@oasysexpo.com

EXHIBITION VENUE

Hall 3, Cape Town International Convention Centre.

EXHIBITION HOURS (Provisional – dependent on the final programme)

Wednesday, 24 October 2007

14h00 – 18h00

Thursday, 25 October 2007

07h30 – 18h00

Friday, 26 October 2007

07h30 – 18h00

Saturday, 27 October 2007

07h30 – 18h00

Sunday, 28 October 2007

07h30 – 12h00

STAND PRICE AND SPECIFICATIONS

R 15,000-00 (excl VAT)

Specifications:

3.0 m wide by 2.0 m deep

Includes:

Basic shell scheme; fascia board (white with black lettering); plug point (15 amp single phase); overall security of complex; general illumination; 2 exhibitor badges (includes lunches and refreshments); listing in conference handbook; listing on conference website and an insert into 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. A diagram showing the dimensions and design is shown in Addendum I of this guide. No discount is available to exhibitors not taking the included shell scheme described.

The shell scheme exhibition stands provided are low-cost stands of simple but attractive design. Any “designer stands” must first be approved by the conference organisers.

SET-UP AND BREAKDOWN

Exhibitors may begin setting up their stands at 07h00 on Wednesday, 24 October 2007

NOTE: The exhibition is not open to delegates until 14h00 on that day.



Breakdown may begin at 14h00 on Sunday, 28 October 2007 and NOT BEFORE. All materials must be removed from Hall 3, Cape Town International Convention Centre by 18h00 on Sunday, 28 October 2007.

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

EXHIBITOR BADGES

Each stand includes exhibitor badges for 2 staff. Exhibitor badges allow access to all conference sessions, lunches and refreshment breaks, and the exhibition.

From the opening of the exhibition on Wednesday, 24 October 2007, staff will not be admitted into the conference area without an official exhibitor badge.

No refund will be made if any exhibitor does not wish to take up the full staff entitlement. Badges are transferable and may be requested in the name of the company. Exhibitor badges will be valid for the duration of the exhibition. Additional badges may be purchased at an additional cost.

To avoid potential embarrassment and inconvenience, exhibitors are asked to ensure that all personnel are properly registered with the conference organiser in advance of the conference. Casual visitors are not allowed.

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

STAND BUILDERS

All exhibitors engaging stand builders in connection with their exhibits 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.

FURNITURE

All furniture is supplied by Oasys Exhibitions and ordered directly from them. The full schedule of items can be obtained directly from Oasys Exhibitions.

Oasys Exhibitions and Events
Karin Vleggaar
Tel: +27 (0)21 526 3200
Fax2Email (direct): 086 51 606 42
Email: karin@oasysexpo.com

PAINTING

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

CARPETS

Hall 3 will be 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 Cape Town International Convention Centre by individual stand holders will be charged to individual stand holders.

BANNERS

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

CATERING

The Cape Town International Convention Centre has exclusive catering rights on the property. Any exhibitor wishing to serve food and drink at their stand is invited to make arrangements directly with the conference organiser.

EXHIBITOR PUBLICITY

All exhibitors are invited to submit an electronic version of their corporate logo together with a promotional paragraph (maximum 40 words) 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 as soon as possible for website inclusion, but no later than 1 September 2007.



DELEGATE PACKS

Each delegate is issued with a conference pack. Exhibitors are invited to include promotional material in these packs at no extra charge. To ensure that your material is included in these packs, it must be made available to the conference organiser no later than 14h00 on Friday, 12 October.

Delivery address:

AORTIC 2007 Conference Organiser
African Agenda
120 Belvedere Road
Claremont
7700

INSURANCE AND SECURITY

The Exhibitor acknowledges that the layout of the Exhibition Area and the large numbers of people present in the Exhibition Area make it impossible for adequate security to be provided to protect the Exhibitor's merchandise and property.

Accordingly, the Exhibitor assumes all risk of loss for Exhibitor's merchandise, displays, and other property of the Exhibitor located in the Exhibition area, storage area, or any other area where access has been provided to Exhibitors by the Conference Organiser where such loss from theft, vandalism, or any other damage caused by any agent or employee of the Conference Organiser or caused by any person either authorised or not authorised to be present in the Exhibition Area.

Furthermore, the Exhibitor acknowledges that the security guards and storage areas are provided by the Conference Organiser merely as a service, and that the Conference Organiser has made no representation regarding the adequacy of such security measures.

Neither the Cape Town International Convention Centre nor the Conference Organiser take any responsibility for loss of or damage to exhibition stand material, equipment and exhibits. Exhibitors are encouraged to affect their own insurance to cover all risks. The attention of Exhibitors is drawn to the terms and conditions of contract enclosed in this guide.

EXHIBITION STAND RESERVATION

Stands are allocated strictly on a "first come, first served" basis with reservations only being confirmed once payment of the deposit is received. Exhibitors may indicate their preferred stand locations, and a floor-plan of the Exhibition Area is enclosed in Addendum I for this purpose. The Conference Organiser reserves the right to amend the exhibition floor plan at their sole discretion, if deemed necessary or desirable.

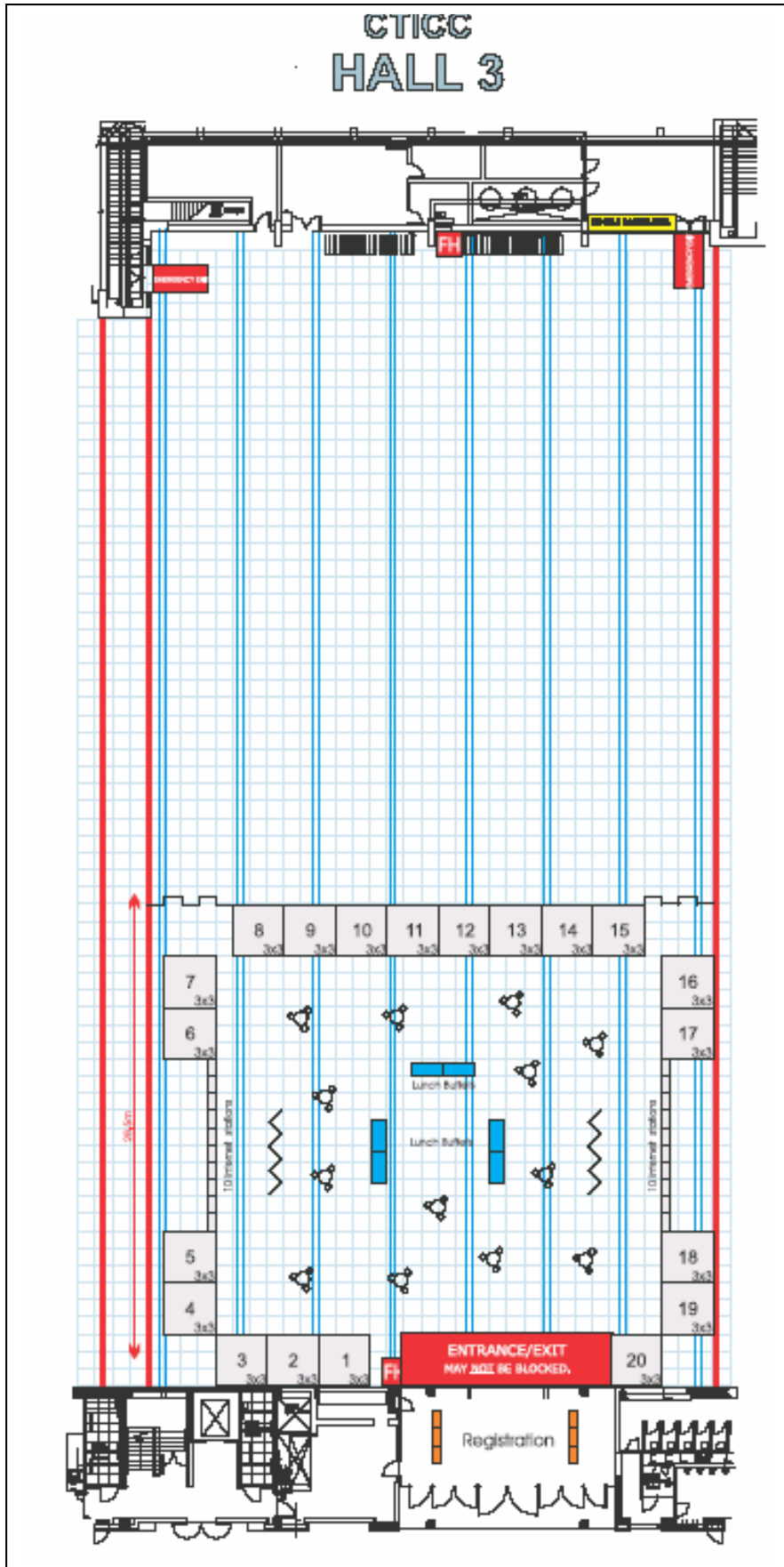
DEPOSITS

Companies reserving stands prior to 15 July 2007 are required to pay a 50% deposit of the stand cost. After that date, companies reserving stands are required to pay in full at the time of application. Stands can only be confirmed once appropriate payment has been received.

TERMS AND CONDITIONS

All Exhibitors are requested to read the terms and conditions of the contract set out in Addendum II of this manual and will be deemed to have accepted such terms and conditions upon completion of the Stand Application Form.

ADDENDUM I



ADDENDUM II > TERMS AND CONDITIONS

The Exhibitor upon signature of the relevant application form by its duly authorised officer, agent, or employee enters into a contract with the AORTIC 2007 Conference Organiser for exhibition space at the AORTIC 2007 Conference at THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE. Reservation of the exhibition space by the Conference Organiser on behalf of the Exhibitor is conclusively presumed to be adequate consideration to bind the Exhibitor. No alleged representation, understandings, agreements, modifications, alterations, or additions not contained within the body of this written contract shall inure to the Exhibitor or be binding upon the Conference Organiser.

(1) **Exhibition space rental fee**

These fees include shell scheme, plug point(s), electricity, overall security service, general illumination, registration of delegates as is outlined in this guide, with accompanying meals and refreshments as indicated.

(2) **Payment policy**

A deposit of 50% of the cost of the stand rental is payable upon booking (100% after 15 July 2007) and must accompany the stand booking form. The balance of the stand rental charge and payment of all additional services as requested on the miscellaneous service form is payable prior to 16 August 2007. A surcharge of 10% is payable in respect of all fees outstanding as from 16 August 2007.

(3) **Purpose of exhibition**

The contract for exhibition space shall be considered a binding contract between the two parties subject to the rules and regulations promulgated by the Conference Organiser pursuant to this Contract. The contracting Exhibitor and the Conference Organiser agree that the purpose of this exhibition is the professional education of persons attending and will conduct themselves accordingly. The Conference Organiser reserves the right to determine eligibility of any Exhibitor, product or service.

(4) **Exhibition location and time**

The AORTIC 2007 Conference, incorporating the Exhibition, will be held at the THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE from 24-28 October 2007. The Exhibition will provisionally be open according to the following schedule:

Wednesday, 24 October 2007
14h00 – 18h00
Thursday, 25 October 2007
07h30 – 18h00
Friday, 26 October 2007
07h30 – 18h00
Saturday, 27 October 2007
07h30 – 18h00
Sunday, 28 October 2007
07h30 – 12h00

The Conference Organiser reserves the right to make changes in the exhibition hours; however, any such changes will be made as far in advance of the Exhibition as possible, and Exhibitors will be notified accordingly. During all hours the Exhibition is open the Exhibitor must occupy its assigned exhibit space, and staff its exhibit with competent personnel. The Exhibitor shall not dismantle its exhibit or otherwise interfere with the orderly conduct of the Exhibition until it is finally closed.

(5) **Cancellation Policy**

The Exhibitor specifically recognises and agrees that the Conference Organiser will sustain losses in the event the Exhibitor fails to provide timely notice of cancellation. Because these losses cannot be measured precisely, but which include inability to replace those cancelling late, advertising, credibility, redesigning of floor space, and others, the Exhibitor agrees upon the following late cancellation assessment schedule as being in the nature of liquidated damages, which schedule is designed specifically to compensate the Conference Organiser for its losses and not constitute a penalty should the Exhibitor fail to provide timely written notice of all or part of its assigned stand space.

| <u>Date of Cancellation</u> | <u>Assessment (% of total rental fee)</u> |
|-----------------------------|---|
| Until 15 September 2007 | 50% |
| From 16 September 2007 | 100% |

(6) **Use of space**

The Exhibitor agrees not to assign, sublet, or share allocated space without the knowledge and prior written consent of the Conference Organiser. Exhibitors will not be permitted to display outside the



confines of the assigned stand space in the Exhibition area. Printed advertising may be distributed by Exhibitors from within the confines of their own space inside the exhibit hall only. No exhibits, accessories, give-aways, promotional material, or any other goods bearing any name or form of advertising may be displayed or distributed within the registration area, lobby, lounge or food service area of THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE.

High equipment placed in stand areas must not exceed 3.0 metres, and must not restrict a clear view of neighbouring exhibits.

(7) **Security and Insurance**

The Exhibitor acknowledges the layout of the Exhibit area and the large numbers of people present in the Exhibition Halls make it impossible for adequate security to be provided to protect the Exhibitor's merchandise and other property. Accordingly, the Exhibitor assumes all risk of loss for Exhibitor's merchandise, fixtures, displays, and any other property of the Exhibitor located in the Exhibition Area, storage area, or any other area where access has been provided to Exhibitors by the Conference Organiser where such loss results from theft, vandalism, or any other damage caused by any agent or employee of the Conference Organiser or caused by any other person either authorised or not authorised to be present at the Exhibition Area. Furthermore, the Exhibitor acknowledges that security guards and storage areas are provided by the Conference Organiser merely as a service, and that the Conference Organiser has made no representation regarding the adequacy of such security measures. The Conference Organiser recommends that all Exhibitors consult their individual insurance representative to obtain appropriate insurance coverage. It is recommended that Exhibitors take precautionary measures of their own, such as arranging their own supplementary security facilities available through THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE.

(8) **Liability**

Neither the Conference Organiser, its agents or representatives will be responsible for any injury, loss or damage that may occur to the Exhibitor or to the Exhibitor's employees or property prior to, during, or subsequent to the period covered by the contract, provided such injury, loss or damage is not caused by the negligent or wilful act of the aforementioned party. The Exhibitor, on signing the Stand Reservation Form, expressly releases the foregoing society, individuals, and committees from any agreement to indemnify same against the Conference Organiser, its officers, directors, employees and agents. Exhibitors are advised to carry their own insurance. Exhibitors shall be responsible for any damage to carpet, shell scheme or electrical fittings and wiring.

(9) **Other Terms and Conditions**

The Exhibitor shall comply with all fire laws, electrical codes and all other rules, regulations, codes or statutes with respect to the installation, conduct and disassembly of its exhibit. The Exhibitors also shall comply with reasonable requests of the Conference Organiser and THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE officials with respect to the installation, conduct and disassembly of its exhibit. The exhibit shall be conducted in a decorous manner in order not to be objectionable to other Exhibitors, the Conference Organiser, THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE, conference delegates or public. The Conference Organiser and THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE reserve the right to close, remove or require changes in any exhibit, or to remove any of the Exhibitor's personnel, agents, representatives, independent contractors, invitees or guests who are deemed detrimental to the overall Conference, THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE, other Exhibitors or public. The Exhibitor assumes full responsibility and liability for the actions of its agents, employees, or independent contractors, whether acting within or without the scope of their authority and agrees to save harmless the Conference Organiser and THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE from responsibility or liability resulting directly or indirectly, or jointly from other causes that arise because of the actions or omissions of its agents, employees, or independent contractors whether acting within or without the scope of their authority. The Conference Organiser shall not be liable for failure to perform its obligations under this contract due to strikes, riots, acts of God, or any other cause beyond its control. In the event of such termination, the Exhibitor waives any and all damages and agrees that the Conference Organiser may, after deducting all the costs and expenses, including a reserve for claims, refund to the Exhibitor, and as for complete settlement and discharge of all Exhibitor's claims and demands, the pro-rata amount of all funds paid by Exhibitors. Anyone visiting, viewing or otherwise participating in the Exhibitor's exhibit is deemed to be the invitee or licensee of the Exhibitor rather than the invitee or licensee of the Conference Organiser.

TAX INVOICE - VAT No: 4070201175



STAND RESERVATION / DEPOSIT PAYMENT FORM

| | |
|---------------------------|-------------|
| Company Name: | |
| Postal Address: | |
| Telephone Number: | Fax Number: |
| Email Address: | |
| Contact Name (pre-event): | |
| Contact Name (on-site): | |

PLEASE RESERVE THE FOLLOWING (indicate preferred location of stand)

| | | |
|------------------------|------------------------|------------------------|
| 1 st choice | 2 nd choice | 3 rd choice |
|------------------------|------------------------|------------------------|

| | |
|---|---|
| STANDARD RENTAL @ R15,000-00 (excl VAT) | R |
| + VAT @ 14% | R |
| TOTAL COST | R |
| 50% DEPOSIT PAID HEREWITH 100% payment required if reserved after 15 August 2007 | R |
| Late Payment Surcharge (Payable after 12 October 2007 – 10% surcharge) | R |

PAYMENT DETAILS

Please make cheques payable to AORTIC 2007. Payment may be made directly into any branch of First National Bank for the credit of the following account:

| | |
|--------------------------|----------------------------|
| Title of Account: | AORTIC 2007 |
| Bank: | FIRST NATIONAL BANK |
| Branch and Code: | Rondebosch 201 509 |
| Account Number: | 6212 3964 993 |

By signing below, I acknowledge that I have received a complete contract, and am duly authorised to sign and thereby to bind the company shown above to it and all terms and conditions.

| | |
|------------|-------|
| NAME: | DATE: |
| SIGNATURE: | |

NOTE Your attention is drawn to the conditions of contract set out in this document and, in particular to the cancellation conditions and late payment surcharge details.

PLEASE COMPLETE AND RETURN THIS FORM TO THE CONFERENCE ORGANISER

AFRICAN AGENDA, Suite 231, Private Bag X18, Rondebosch, 7701
• Telephone: +27 21 683 2934 • Fax: +27 21 683 0816 • Email: keith@africanagenda.com