

March 2017

Dear Exhibitor,

The countdown to the **5th World Congress on Controversies, Debates & Consensus in Bone, Muscle & Joint Diseases (BMJD)** is now on.

The exhibition manual contains important information intended for your booth construction team and booth personnel, and provides answers to many key questions regarding your involvement in the BMJD 2017 exhibition.

We kindly ask that you read through the material carefully and please pass it on to all parties concerned.

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Gold Coast and wish you a successful congress and exhibition.

Sincerely,

Tammy Zangi
Project Manager
tammy.zangi@cg-med.com

Lynn Skulnik
Industry Liaison
lynn.skulnik@cg-med.com

Congress Venue

Marriott Hotel
158 Ferny Avenue
Surfers Paradise QLD, 4217
Australia
www.surfersparadisemarriott.com.au

Exhibition Hours

Set-up time:

Thursday, August 31, 2017 07:00 – 14:30

We kindly ask that all construction be completed by 14:30. Exhibitors may continue with finishing touches until 15:00. The scientific sessions will begin at 16:00 (during which, the exhibition will be closed off to participants).

Exhibition Hours:

Friday, September 1, 2017 08:00 – 17:00
Saturday, September 2, 2017 08:00 – 17:15
Sunday, September 3, 2017 08:00 – 12:00

Dismantling time:

Sunday, September 3, 2017 12:15 – 19:00

Shell Schemes / Furniture / Accessories / Electricity / Internet

Exhibition fees cover net stand space only. Stand equipment and services can be ordered via the official exhibition supplier:

Moreton Hire

Claire Cheney
Account Coordinator
T: +61 07 3307 4452
F: +61 07 3307 4449
M: +61 0400 782 675
claire.cheney@moreton.net.au

Stand Designs

Exhibitors who build their own stands are required to submit a drawing of their booth for approval. Please send it by **Wednesday, August 16, 2017** to lynn.skulnik@cg-med.com

Please note: the maximum stand height for any part of the stand is **3 meters**.

Exhibition and display material

Please clearly mark all material using the shipping labels at the **end of this document**, and please do not mix different types of shipments in one box: Exhibition goods, display and symposium material should be packed and labelled separately.

Catering Services

Please contact the congress venue directly:

Samantha Lynes

Event Planner

T: +61 7 5592 9708

F: +61 7 5592 9888

samantha.lynes@marriott.com

Exhibitor Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibitor's name, country and exhibiting company name. Complimentary exhibitor badges enable the exhibitors to access all areas of the congress and exhibition area, including lunches and refreshments. All participants are required to wear badges to access the congress area.

Please send exhibitor names by **Wednesday, August 16, 2017** to

lynn.skulnik@cg-med.com

Registration and Accommodation

MCI Geneva

T: +41 22 33 99 645

F: +41 22 33 99 631

bmjd.reghot@mci-group.com

Exhibition – Rules and Regulations

Access

Exhibitors must report to the Security Office located at the loading dock, on arrival on each visit to the congress venue. Visitor identification or contractor passes will be issued by security and must be worn at all times whilst on site.

Set-up

Exhibition set-up will take place during the hours stated previously.

Hours are subject to change.

Exhibitors are liable for all damage caused to floors, walls, and pillars during set-up, exhibition opening hours and dismantling.

No adhesive stickers and fixtures of any kind are allowed on the floors, walls and pillars. Empty crates and packages material must be removed after set-up and all aisles must be clear to enable cleaning.

Stand building

Only one level stands are permitted.

Ceiling hanging are not permitted.

All stands must be self-standing.

The use and branding of rented space cannot exceed the rented surface and space in three dimensions. The height limitation mentioned previously must be respected both for physical and visual devices.

Nothing may impede the free flow of delegates in the aisles; nothing may be built in the aisles; nor may furniture or equipment stand in the aisle space.

Dismantling

The dismantling of the stands must be done during the predetermined hours. It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind, and any costs incurred by the venue in removing this property will be charged to the exhibitor.

Changes in size of reserved space

The Organizers reserve the right to allocate an exhibitor to a new location within the exhibition area in the event of a change in size of the reserved exhibition space.

Amendments to exhibition layout

While every effort is made to preserve the published layout of the exhibition, the Organizers are entitled to change the layout if this is in the general interest of the exhibition and the congress.

Sharing of stands & sub-letting

Exhibitors are not permitted to share with others any booth space allotted to them without prior written consent from the Organizers.

Exhibitors shall not sub-let the whole or any part of the stand allotted to them without the written consent of the Organizers.

Manning of stands

Exhibitors will be required to man their stands during the opening hours of the exhibition and must not dismantle their stands before the published closing time.

Disruption of other exhibits

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors. The Organizers reserve the right to require exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the Organizers.

Product disclaimer

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by the Organizers.

Each exhibitor is responsible for the material and information they make available at the congress. Exhibitors should only present material and information which has been approved by their legal departments and which is in compliance with the legislation of the host country of the congress.

It is the responsibility of exhibitors to address these issues and any conflicts arising from such matters directly among themselves, as the Organizers will not arbitrate in any way in legal issues of this nature.

The distribution and the mounting of advertising material outside the exhibition stand is prohibited, unless prior confirmation was given by the Organizers.

Liability

The Organizers and the congress venue cannot accept responsibility for damage caused by an exhibitor nor for loss sustained by an exhibitor. Exhibitors or their agents must not damage or deface the exhibition facility or the booths and equipment of other exhibitors. When such damage occurs, the exhibitor is solely responsible and is liable to the owner of the property. Exhibitors must make provisions for the safeguarding of their goods, materials, equipment, and displays at all times.

Security and Insurance

The Organizers will not be held responsible for any loss or damage to exhibitors' goods and exhibitors are reminded that they should take out their own insurance to cover for this. The exhibitors are required to take out their own insurance against risks that could be incurred in connection with the exhibition, especially liability. Coverage for risks relating to property, employer liability and personal accident to contractors or staff should also be included. It is advised that exhibitors take out insurance for any losses and wasted expenditures in the event that the exhibition is abandoned or curtailed. Organizers are reminded that their insurance, as noted above, should take effect from the day that goods and exhibits are delivered to the venue, and should remain in effect until all items have been removed.

Fire Regulations

All display materials must be flameproof. They are subject to inspection by the Gold Coast Fire Brigade and must comply with the guidelines and policies of the Queensland Fire and Rescue Service. Exhibition/display areas must be sited to allow access to emergency exits and firefighting equipment.

The storage of any flammable liquids or fuel within the exhibition is not permitted. Fire extinguishers and fire hose reels must always be visible and accessible and must not be removed from their correct locations.

Should construction of stands and exhibits create a potential smoke-locked area or create an area not serviceable by the existing sprinkler systems, the management of congress venue may require the smoke detection, emergency lighting and exit lighting systems be extended to cover the stand and/or exhibit areas.

Health and safety at work regulations

It is the responsibility of the exhibitor to ensure that his/her contractor, employees, displays and exhibits comply with the latest legislation regarding Health and Safety at Work Regulations.

COURIER DELIVERY TO:



BMJD

**SURFERS PARADISE MARRIOTT RESORT & SPA
Event Department – Level 2
158 FERNY AVENUE
SURFERS PARADISE QLD 4217
AUSTRALIA**

Material should be delivered to hotel loading dock from Monday to Friday, from 07:00 am to 04:00 pm. On Saturday from 07:00 am to 01:00 pm.

EVENT: **BMJD Congress**

EVENT DATE: **August 31-September 3, 2017**

EVENT CONTACT: **Tammy Zangi
CongressMed**

BOOTH NUMBER: (if applicable) _____

ARTICLE # OF

Sender: _____

Company: _____

Address: _____

Telephone: _____