



SEPT 29 - OCT 1  
**IGCS 2022**  
**NYC**  
NEW YORK CITY  
ANNUAL GLOBAL MEETING



**IGCS**



INTERNATIONAL  
GYNECOLOGIC  
CANCER SOCIETY

**TECHNICAL MANUAL**

Dear Partners,

This Technical Manual contains important information for the IGCS Engagement Package designed to assist you in preparing for the IGCS 2022 Conversation Area.

**The IGCS 2022 Annual Global Meeting will take place Sept 29th – Oct 1st, 2022, at Jacob K. Javits Convention Center of New York, USA.**

The Conversation Area floor plan where the hubs will be located, has been designed to maximize the Partner's exposure to the delegates and engage in meaningful conversations. Please read all the information in this manual. This also includes information about the other items in the engagement package that include:

- Meeting with IGCS Leadership
- Engagement survey with IGCS Members/Delegates at the meeting

It will take you very little time now and could save you a great deal of time later. Please forward this manual to everyone who is working on this project as it contains useful information about the Event. Please do not hesitate to contact us for further information or assistance.

We are very excited about this new concept and confident it will achieve our goal of enhancing the level of engagement not only with delegates but with the IGCS leadership as well.

We look forward to welcoming you in New York and very much appreciate your participation!

Best Regards,

**ANNA TOLOEVA**  
Exhibition Manager and Industry Coordinator



E: [aapostolova@kenes.com](mailto:aapostolova@kenes.com)

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## SECTION 1: GENERAL INFORMATION

### Dates

Thursday, Sept 29 – Saturday, Oct 1, 2022

### Event Organizer

**Kenes Group**

Rue François-Versonnex 7  
1207 Geneva, Switzerland  
Tel: +41229080488  
Fax: +41229069140

### Exhibition & Industry Coordinator

Mrs. Anna Toloeva

**Kenes Group**

Tel: +41 22 9080488 Ext: 272  
Email: [apostolova@kenes.com](mailto:apostolova@kenes.com)

### Sponsorship and Exhibition Sales

Mrs. Lisa Sant

**Kenes Group**

Tel: +31657929909  
Email: [lsant@kenes.com](mailto:lsant@kenes.com)

### Hotel Accommodation

Mrs. Irina Sapir

**Kenes Group**

Tel: +972 3 9727 998  
Email: [isapir@kenes.com](mailto:isapir@kenes.com)  
<https://igcs2022.com/book-your-hotels/>

### Registration

Ms. Polina Zdravkova

**Kenes Group**

+41 22 9080488 Ext: 296  
Email: [reg\\_igcs22@kenes.com](mailto:reg_igcs22@kenes.com)

### Freight Handling

**PIBL - Phoenix International Business Logistics, Inc**

Veronica Gomez

Tel: 908.355.8900  
E-Mail: [vgomez@phoenixlogistics.com](mailto:vgomez@phoenixlogistics.com)

### Onsite Logistic Agent

**CSI**

Mr. Ryan Connors

[exhibitorservices@csiworldwide.net](mailto:exhibitorservices@csiworldwide.net)

### Booth Cleaning/Electricity/Telecommunications

**Jacob K. Javits**

**Convention Center of New York**

Ms. Erica Quiroz

Email: [services@javitscenter.com](mailto:services@javitscenter.com)  
[Javits Service Ordering Toolkit](#)  
[Exhibitor Ordering Portal](#)

### Graphics/Signage

**CSI**

Mr. Ryan Connors

Email: [exhibitorservices@csiworldwide.net](mailto:exhibitorservices@csiworldwide.net)

### Conference Website

For updated information regarding the Meeting,  
please visit the website: <https://igcs2022.com/>

### Venue Address:

**Jacob K. Javits**

**Convention Center of New York**

445 11th Avenue  
New York, NY 10001  
Tel: + (212) 216-2000

## Conversation Area Related Table

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	<a href="https://igcs2022.com/book-your-hotels/">https://igcs2022.com/book-your-hotels/</a> or email us to: <a href="mailto:isapir@kenes.com">isapir@kenes.com</a>
Company logo and profile	As soon as possible and no later than <b>Thursday, August 25<sup>th</sup></b>	Via Kenes Exhibitor's Portal <a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a>
Signage for Conversation Hubs (for approval by IGCS)	<b>Friday, August 18<sup>th</sup></b>	
Lead Retrieval Wireless Barcode Reader	<b>Friday, August 18<sup>th</sup></b>	
Badge Order (Available only after submitting company profile)		
Additional Furniture Rental	<b>Deadline for orders:</b> Friday, August 26 <sup>th</sup>	<b>CSI</b> E-mail: <a href="mailto:ryanc@csiworldwide.net">ryanc@csiworldwide.net</a> Guidelines: <a href="#">Click here</a>
Graphics/Signage		
Daily Booth Cleaning	<b>Deadline for orders:</b> Wednesday, September 14 <sup>th</sup>	<b>Jacob K. Javits</b> <a href="#">Javits Service Ordering Toolkit</a> Javits <a href="#">Exhibitor Ordering Portal</a> E-mail: <a href="mailto:services@javitscenter.com">services@javitscenter.com</a>
Telecommunications		
Dedicated Wi-Fi / Internet*		
Hostesses & Temporary Staff Hire	Please directly contact the Industry Coordinator	Please contact Industry Coordinator, Anna Toloeva at <a href="mailto:aapostolova@kenes.com">aapostolova@kenes.com</a>
Plants & Floral Arrangements		
Security		
AV Equip. (Screens, Laptop, Desktop)		
Airfreight	<b>Deadline JFK Airport:</b> <b>September 12, 2022</b>	Phoenix International Business Logistics Veronica Gomez E-Mail: <a href="mailto:vgomez@phoenixlogistics.com">vgomez@phoenixlogistics.com</a> <a href="#">Click here</a> for additional information.

## SECTION 2: ENGAGEMENT SCHEDULE, FLOOR PLAN & LIST OF PARTNERS

### Conversation Area Timetable – *subject to change*

<b>Move In</b>	Tuesday, September 27, 2022	06:00 am
<b>Set up</b>	Tuesday, September 27, 2022	6:00 am - 07:30 am floor marking
	Tuesday, September 27, 2022	08:00 am - 8:00 pm hubs building
	Wednesday, September 28, 2022	9:00 am - 3:00 pm Partners can access
	Wednesday, September 28, 2022	3:00 pm - 6:00 pm Cleaning and Decorations
<b>Conversation Area Opening Hours</b>	Thursday, September 29, 2022	08:00 am - 6:00 pm
	Friday, September 30, 2022	07:00 am – 6:30 pm
	Saturday, October 1, 2022	08:00 am - 5:30 pm
<b>Dismantling</b>	Saturday, October 1, 2022	5:30 pm - 11:59 pm

The timetable is subject to possible changes in accordance to the scientific program.  
Updates to follow up in due time.

**Dismantling of the hubs before the official hour is not permitted.  
All partners should be in their Conversation Hubs 30 minutes before the official opening hour.**

#### Please Note:

Empty crates and packaging material must be removed after set-up and no later than **Wednesday, September 28<sup>th</sup> at 18:00.**

- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.



## Important Information

- Please note that participants will be walking through the Engagement Area to reach the E-Posters area which will be active before and after the Official Opening Hours.
- Therefore, please do not leave any visible valuable articles at your Hubs. In addition, please consider hiring extra security for your Hubs after the Official Operating Hours.
- Dismantling of the Conversation Hubs before the official closing of the Engagement Area is not permitted.
- It is the Partner's responsibility to dispose of all materials after dismantling.
- Any equipment, display aid or other material left behind after **Saturday, October 1<sup>st</sup> at 23:59** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the partners.

## Waste Removal

- It is the partner's responsibility to dispose all materials after dismantling.
- Any charges incurred for waste removal will be sent to the partners.
- Please do not leave any visible valuable articles at your hubs.
- Please note we will have a security guard at night from the moment the Engagement area is closed until the following day when we open.
- **In addition, please consider hiring extra security for your Conversation Hubs before\after Operating hours in case you have valuable stuff in your hubs.**

## Engagement Area Floor Plan

The floor plan has been designed to maximize the partners' exposure to the delegates. For most updated floor plan and list of partners, please [click here](#).

## List of Partners

Please see all Partners listed here: <https://igcs2022.com/confirmed-sponsors-and-exhibitors/>

## Access to the Engagement Area during Set-up and Dismantling

Everyone must be fully registered to enter the Engagement area during set-up and dismantling periods.



## SECTION 3: Conversation Hubs Services

### Partners' Badges

All Partners are required to be registered and will receive a badge displaying the partnering company name. Individual participant names **will not** appear on badges in order that they may be used interchangeably between staff members.

Partners badges will be given as per your contract.

Any additional partners' badges can be purchased upon specific request and approval from IGCS.

The Partners badges allow access to the Conversation area and refreshments.

Additional Partners badges can be ordered online via the Exhibitor's Portal:

<https://exhibitorportal.kenes.com>

Please make sure that your Company Profile has been submitted **before** placing an order for partner's badge.

**Deadline: Friday, August 18th**

Each Partner will be contacted with login details to access the Exhibitor's Portal.

All personnel are required to wear badges to access the Engagement Area. Company representatives not wearing their badges will not be allowed to access the Engagement Area. Company name badges are for the use of company personnel for Conversation Hub manning purposes and should not be used by companies to bring visitors to the Engagement Area. Partners badges will not be mailed in advance and may be collected from the onsite registration desk.

### Lead Retrieval Wireless Barcode Reader

Lead Retrieval Wireless Barcode Readers are a helpful tool for receiving contact information about participants who visit your Booth or attend your symposium, enabling partners to enhance their database by securing valuable leads for further marketing and communication.

Barcode readers may be rented in advance for the duration of the meeting.

### K-Lead Application (no device is included).

We are pleased to let you know that we have launched a new App for Lead Retrieval capturing participants. Operational information will be sent on request.

**The Application should be installed on your company/personal device. The advantages of the new application:**

- Effortless process using registration badge barcode.
- Ability to insert exhibitor's comments for each lead.
- Immediate information retrieval online.
- Application is available for download from Apple store or Google play: "Kenes K-Lead App".
- Cost per unit – **€600 + VAT**

**Please Note:**

Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details. In addition, please note that neither Kenes International nor the Organizing Committee is responsible for the content of the information.

Furthermore, in some cases, the participant does not give his permission to transfer his contact details to any other party.

Therefore, although participant visited your Hub and name badge was scanned by your barcode reader, we are unable to forward you his contact details.

To order K-Lead please refer to the online Exhibitor's Portal

<https://exhibitorportal.kenes.com>

**Deadline: Friday, August 18th**

**SECTION 4: Technical Information for Engagement Package**

**Conversation Area**

The Conversation Area will be on the 5th floor, Hall 503, North Javits.

**Floor**

Floor type: Carpeted.

**Ceiling Rigging**

**Rigging is not permitted.**

**Conversation Hubs**

To ensure the smooth and efficient installation and dismantling of your Conversation Hub, an official Booth Contractor has been appointed (See SECTION 5: official contractors).

Conversation Hubs which have been pre-booked with Kenes includes the following:

- 10 x 10 SQF in size
- Furniture package including:
  - 1 Highboy table
  - 4 chairs
  - Storage Cabinet
  - Brochure Rack
  - Carpet
  - Electricity
  - Meterboard 38" x 88"



**Tall Stool**



**Black Top Pedestal Tables available in 30" and 42" High**

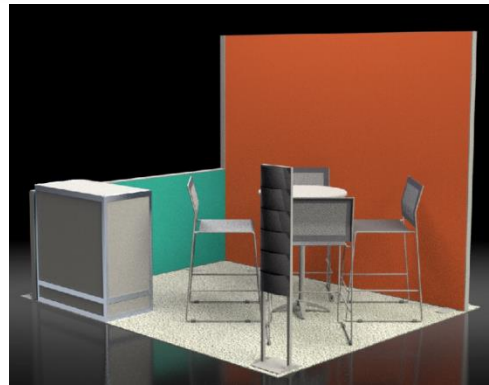
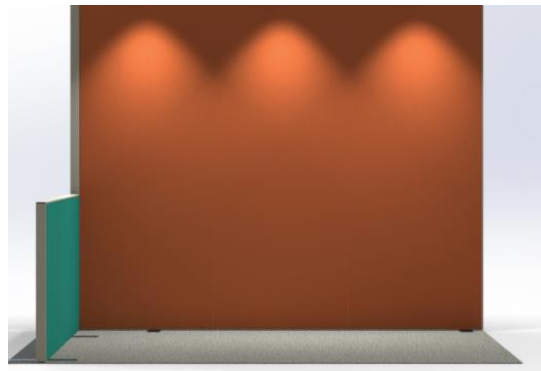
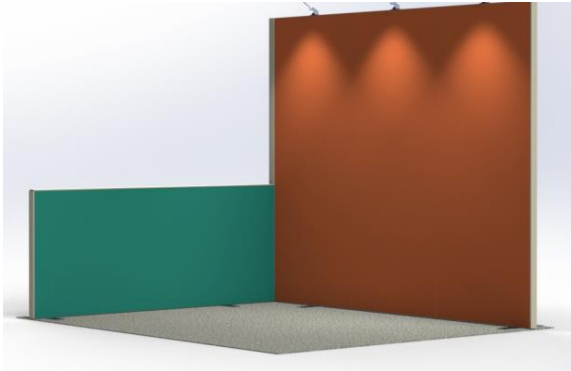
(Please send the design to Industry Coordinator at [aapostolova@kenes.com](mailto:aapostolova@kenes.com) by 26<sup>th</sup> August the latest).  
Guidelines: [Click here](#)



**Alto Literature Rack**  
Black/Metal  
11"W x 10"D x 57"H



Cabinet  
1mx.5mx1m



Conversation Hub Package **does not include:**

- Stand Cleaning
- Branding

Cleaning and other products and supporting services can be ordered through the venue: **Javits Center**  
Ms. Erica Quiroz

[Javits Service Ordering Toolkit](#)

Javits [Exhibitor Ordering Portal](#)

E-mail: [services@javitscenter.com](mailto:services@javitscenter.com)

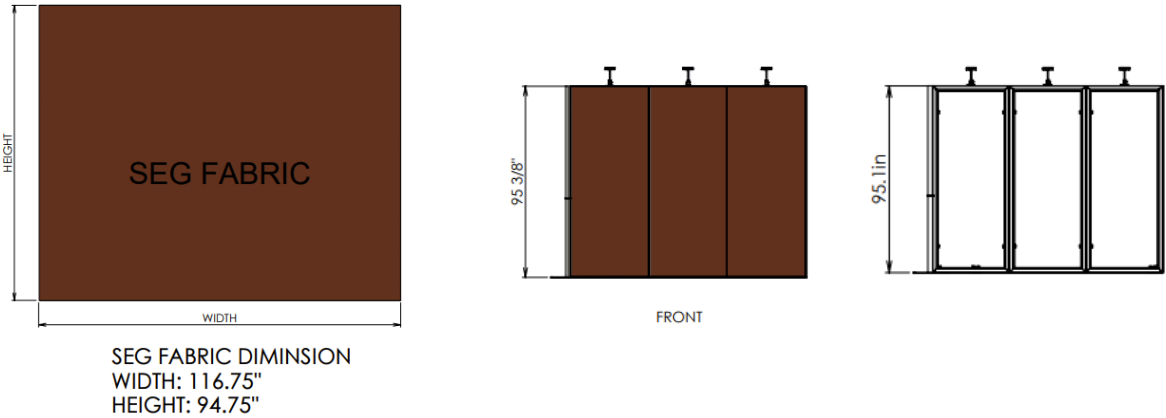
**Branding Opportunities for Conversation Hubs**

If you are interested to have customized branding for the back wall of your Hub, please see below the specifications.

**Please note that Hubs branding is subject to additional charge. You can request your personalized offer from CSI.**

**\*CSI hold exclusivity for all branding services at the Javits Center.**

Please note that the projectors on the top of the Back wall are for demonstration purposes only.



**For any additional information, please contact CSI directly at:**

- Mr. Ryan Connors
- Email: [exhibitorservices@csiworldwide.net](mailto:exhibitorservices@csiworldwide.net)

**Guidelines:** [Click here](#)

**Deadline for orders: Friday, August 26<sup>th</sup>**

## Technical Information and Regulations for Conversation Hubs

- **All Conversation Hubs will be designed and built by the CSI – the official stand contractor.**
- Partners are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths.
- No free-standing stand-fitting or display(s) may exceed a height of **95 3/8"** or extend beyond the boundaries of your hub. This includes company names, advertising materials, flags and logos provided by the company.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, facia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and hub structure. **Hubs must be returned in the same condition in which it was received. Any damage to structure will be invoiced to the respective company.**
- It is possible to use fishing line (nylon) to hang pictures etc.
- The hubs will be provided with grey carpet.
- Excess stock, literature or packing cases may not be stored on, around or behind hubs, unless contained within a lockable storeroom.
- Partners requiring additional equipment may contact the CSI – the official stand contractor – as per published deadlines (see section “Deadlines & Key dates”).
- **The Javits Center provides electric service in the Engagement area during the official opening times only. At the end of the day main electrical sources will be switch off.**

At the end of the day Hubs manager must check before leaving the venue that the hub spotlights are switch off for security and ecologic reasons. Otherwise, Javits Center will do it. The Javits Center won't be liable for any damages caused from this action
- In case that you need 24h electrical connection for some devices (excluding hub general light), a second electrical switchboard will have to be ordered. Hub manager will have to make sure the general lights are turned off.

## Booth Services

### Booth Cleaning

The organizers will arrange for general cleaning of the Conversation Area prior to the opening and daily prior to opening thereafter. For ordering daily stand cleaning, please refer to the **Javits Center [Javits Service Ordering Toolkit](#)**. Deadline: **Wednesday, September 14<sup>th</sup>**.

Any company cannot clean the venue facilities surfaces to avoid damage on them.

### Internet & Wi-Fi

Wired internet and Wi-Fi connection may be ordered through the **Javits Center [Javits Service Ordering Toolkit](#)**

Deadline: **Wednesday, September 14th**

#### **Important:**

- Please be advised the Private Wi-Fi networks installations in the stand are not allowed.
- The Venue and the organizers reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.
- The Venue and the organizers must be informed in advance when the stand has a platform as well as the scheduled set-up day and time due to internet foundation.

Complimentary Wi-Fi will be provided during official event days at most areas. This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your stand (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Note regarding technical support: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.

### Security

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the Engagement area.

Neither the Javits Center nor the organizers can accept responsibility for the security of the stands and their contents. The Javits Center as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Partners are fully responsible for the security of their stand and equipment.

If you wish to hire security for your stand, please contact Industry Coordinator Anna Toloeva at [aapostolova@kenes.com](mailto:aapostolova@kenes.com)



## Booth Catering

Food & Beverages service are not allowed in the Engagement Area.

### Important:

- It is not allowed to enter any kind of Food & Beverages including coffee machines from outside the venue.
- This exclusivity also includes all types of catering equipment such as coffee makers, juicers, popcorn machines, etc.
- Cultivated NY (the exclusive F&B provider) reserves itself the right to add a charge for the entry of any F&B products.

## Waste Removal

For ordering waste removal please contact the ordered through the **Javits Center [Javits Service Ordering Toolkit](#)**

Deadline: **Wednesday, September 14th**

## Storage

The Javits Center has no storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with CSI. Please contact CSI with information on sizes and number of parcels, size, and storage period. Please [click here](#) for additional information.

**Under no circumstances may packing materials of any kind be left in the aisles, on the stands, around or behind the stands. Shipments sent directly to the venue prior to the set-up period, will be refused by the venue.**

**Shipments sent directly to the venue prior to the set-up period, will be refused by the venue.**

Once the event & dismantling are over, the CSI and the venue shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the CSI takes care of the removal of these items, it will be charged.

## Access for Deliveries

Please be advised that neither the Organizers nor the Venue can accept deliveries on an partner's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Deliveries may not be made prior to **September 27<sup>th</sup>, 09:00 am**. Any deliveries prior to this date, or off the official working hours, will not be accepted. Please refer to the Shipping Instructions for the deliveries address.

As a courtesy to the delegates and your fellow partners, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after opening hours.

It is recommended that all contractors, drivers and partners cannot use trolleys inside the venue. If the partners have something that they would like to hand carry, they are allowed as long as one person can carry it or they must use a two wheeled hand truck via the new truck marshaling building.

Please [click here](#) for additional information from the venue.

### Accommodation

Kenes International is offering exhibitors specially reduced rates for various hotels around the Event venue. Information, pictures, location, and rates are available on the hotel accommodation page: <https://igcs2022.com/book-your-hotels/>.

You may also book a room online through above link.

For group booking (10 rooms and more) please contact Ms. Irina Sapir.

Email: [isapir@kenes.com](mailto:isapir@kenes.com)

Different payment and cancellation conditions apply.

### Rules and Regulations -*Binding for all Partners and their subcontractors*

#### Animals

It is not permitted to bring animals into the Javits Center.

#### Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Partners and contractors are required to wear the necessary **personal protective equipment (PPE)** such as protective helmets, eye protection, and hand protection required by the specific work activity, **with special attention to the safety shoes/boots inside the facilities.**
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

#### Health & Safety

- It is the responsibility of the hub holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the hub holders appoint a supervisor for the hub, with the specific responsibility for ensuring the health & safety of their staff.

#### Children

No person under the age of 18 years can be admitted to the Conversation Area, either during build-up, opening days or breakdown. This rule also applies to Partners' children and must be strictly enforced to comply with the safety regulations of the Conversation Area.

#### Compressed Gases

Use of compressed gases is not allowed.

#### Damage to the Building

Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars, etc.) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

### **Disposal of Material**

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the partner loses any right to claim losses or damage to property left behind. Any costs incurred by the CSI and Javits Center in removing this property will be charged to the partner.

### **Fire Regulations**

- Material and fittings must be non-flammable or impregnated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.
- Storage paint liquids, gas or other inflammable substances in the booth space is forbidden.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers or the venue.

### **Fire Insurance (compulsory)**

Partners must be insured against fire.

### **Smoke**

It is not permitted the operation of any machine in the Engagement Area that emanate fumes, gases or steam, or any item or device that generates or contains flame.

### **Heavy Weight Element / Large Machinery**

In case the partner brings large machinery, any kind of heavy weight element or structure up to 2.500 kg/sqm inside the Engagement Area, it is mandatory that the CSI and the venue will be provided with a detailed project describing the unload procedure inside the Conversation area:

- Access used
- Transportation used to bring the element inside the Javits Center and weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area.

Once the Javits Center has the complete information, the unloading of the element will be approved or rejected.

### **Hanging of Posters, Banners etc.**

Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the Javits Center **are not allowed**.

## Insurance (compulsory)

- Partners are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Partners full responsibility to insure themselves appropriately.
- Neither the organizers nor the Javits Center, their representatives or agents will be held responsible for any loss or damage to partner's property. Partners must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for partners and their property. The partner is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Partners are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to materials during transport and during the official opening times. Please make arrangements for insurance coverage through your company's insurer.

## Liability

- Partners are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Partner needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Engagement Area.
- The organizers shall further not be liable for any loss which the Engagement Area or Partners may incur due to the intervention of any authority which prevents or restricts the use of the or any part thereof in any manner whatsoever.

## Sound equipment and Music

In general, the use of sound equipment/music in hubs is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organizers reserve the right to require the partner to discontinue any activity, noise, or music

that is deemed objectionable.

- Partners are reminded that third party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any partnering company. Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

### **Security**

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the Venue cannot accept liability for loss of or damage to private property or goods.
- Neither the venue nor the organizers can accept responsibility for the security of the hubs and their contents. The Javits Center as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Partners are fully responsible for the security of their hubs and equipment.
- Please consider hiring extra security for your hub if needed.

### **Personal Transportation Vehicles**

Bikes, skates, electric scooter, and any personal transport by wheels are not permitted inside the building.

### **Promotional Activities**

- All demonstrations or instructional activities must be confined to the limits of the Engagement Area.
- Advertising material and signs may not be distributed or displayed outside the partners' hubs/
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighboring hubs.
- The Exhibition Manager reserves the right to require the partner to discontinue any activity, noise, or music that is deemed objectionable.

### **Smoking Policy**

The Javits Center operates a NO SMOKING policy anywhere inside the building.

### **Special Effects**

Special effects lighting, live music, smoke and laser projection may not be used in the hubs. No permission will be given for projection in the aisles or on the walls of the hall.

### **Waste Removal**

- Partners are responsible for the removal of all refuse/waste from the Engagement Area. The used space must be returned completely clear of all items and restored to its original state.
- In case that partners wish to leave any kind of waste material during set-up/dismantling, they should request a quote from Javits Center Onsite.
- Any discarded waste, including promotional material, left behind will be removed by the Venue and/or the organizers at the expense of the partners concerned.

## SECTION 5: OFFICIAL CONTRACTORS

### Freight Handling & Custom Clearance

PIBL - Phoenix International Business Logistics, Inc

Veronica Gomez

Tel: 908.355.8900

E-Mail: [vgomez@phoenixlogistics.com](mailto:vgomez@phoenixlogistics.com)

[Click here](#) for additional information.

### Onsite Logistic Agent

CSI

Mr. Ryan Connors

[exhibitorservices@csiworldwide.net](mailto:exhibitorservices@csiworldwide.net)

[Click here](#) for additional information.

### Insurance of Goods

All cargo should be insured from point of origin.

## SECTION 6: SURVEY

### Survey IGCS Delegates

IGCS understands the meaningful data that can be gained from collecting information about the behaviors, needs, and opinions of gynecologic oncology professionals. Surveying IGCS delegates is an excellent way to engage them and solicit their attitudes and reactions, and measure product satisfaction.

Details include:

- A 10-question survey pre-approved by IGCS
- Distributed either in advance of the meeting or immediately following the meeting to all delegates in attendance (both in person and virtually)
- Survey will be open for 30 days and include 1 reminder
- Results will be available 2 weeks after the close

If you are interested in developing a survey, please complete the following survey:

[https://www.surveymonkey.com/r/IGCS\\_Survey](https://www.surveymonkey.com/r/IGCS_Survey)

**Deadline to submit is Friday, August 22<sup>nd</sup>.**

**Please note that the Survey Questions are subject to approval by IGCS 2022 Committee.**

## SECTION 7: ROUNDTABLE DISCUSSION

### Roundtable discussion with IGCS leaders and delegates in attendance

This opportunity offers dedicated time to engage with IGCS leaders or designated delegates in attendance at the IGCS Annual Global Meeting (AGM), to discuss items of interest from both the commercial aspect and medical affairs perspective.

Details include:

- Meeting attendance cannot exceed 20 people (includes company and IGCS leaders)
- Meeting space is provided by IGCS
- Meetings will be 30-minutes in length
- Agenda items and topics for discussion must be developed by you with input from IGCS, and must be provided at least 40 days in advance of the AGM

Please complete the following survey, which will provide you with the opportunity to request specific IGCS leaders you wish to be present at the meeting, request the best date and time to meet, and upload your agenda items.

[https://www.surveymonkey.com/r/IGCS\\_Meeting\\_Request\\_Survey](https://www.surveymonkey.com/r/IGCS_Meeting_Request_Survey)

**Deadline to submit is Friday, August 22<sup>nd</sup>.**

Upon confirmation of the Roundtable discussion, the partners will receive details of how and where the discussion will take place.

### **IMPORTANT: GENERAL REGULATIONS OF EXPOSITION IN THE JAVITS CENTER**

Please [click here](#) to read them.