

# IMCAS

International Master Course on Aging Science



**JULY 21 - 23, 2022**

**CARTAGENA DE INDIAS  
& ONLINE**

**GET READY  
TO EXPLORE  
THE HOTTEST TOPICS  
IN DERMATOLOGY, PLASTIC SURGERY &  
AGING SCIENCE**

**RULES AND REGULATIONS**

SUPPORTED BY

**COLOMBIA** 

**AMERICAS 4<sup>TH</sup> EDITION**

At Centro de Convenciones Cartagena de Indias or through [www.imcas.live](http://www.imcas.live)



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*Please fill in and sign*

*Page 3 : « 1- SIGNATURE & CONTRACTUAL COMMITMENT »*

*Page 4 : « Credit card authorization form » and a copy of both sides of credit card*

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Event Organizer: IMCAS c/o Comexposium Healthcare  
Venue contractor: Cartagena de Indias Convention Center

# 1 - SIGNATURE & CONTRACTUAL COMMITMENT

*I, the undersigned*

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

as a legal representative for (company name): \_\_\_\_\_

Position within the company: \_\_\_\_\_

## Certify that:

- The company I'm representing, its employees or subcontractors, will:
  - comply to all dispositions mentioned in this **RULES and REGULATIONS**
- I or a legally chosen representative will proceed to the immediate payment of the invoice if any of the 12 points below are not respected:

		Act	Cost in USD (excl tax)	Chapter
booth set up and dismantling (only applicable to raw space)	1	The set up departure form is not signed	1 000	3.2.b
	2	The dismantling departure form is not signed	1 000	3.2.b
	3	The setting up and dismantling schedule is exceeded (charged per hour of exceeding, binding any other Exhibitor(s) whom would still be on site)	2 700 per hour	3.2.c
	4	Our booth walls are not covered on both sides (inside and outside of the booth)	> 1 000	3.5.o.ii
	5	Areas are not properly protected with wooden flooring or platforms	> 600	3.5.o.iii.1
	6	The booth space is not completely cleaned of any decor, hardware, carpet, etc (charged per cubic meter of cleaning)	500 per m <sup>3</sup>	3.6.c
	7	There is any deterioration	> 2 000	3.6.d
room keys	9	There is late return of meeting/training room key(s)	100 per day	5.1.c
	10	There is loss of meeting/training room key(s)	300 per key	5.1.d
badge scanner	11	There is late return of the badge scanner(s)	100 per day	6.1.c
	12	There is loss of the badge scanner(s)	400 per device	6.1.d

- I therefore accept :
  - To sign this page (signature & contractual commitment) and
  - To sign the attached Credit Card Authorization Form for the amount of 3 000 USD as a guarantee deposit. IMCAS engages itself in using this guarantee **only** if the Exhibitor does not fulfil one of the above requirements and fails to honour the invoice that could be established in strict respect with the binding contract.
  - To enclose a copy of both sides of the credit card
  - To upload all three documents through my company account on imcas.com or aopcongress.com

It is imperative that I carry a copy of this document during the whole event.

Date (prior to June 24, 2022)

Signature preceded by the mention «Read and approved»:

Date:

Signature:



# CREDIT CARD AUTHORIZATION FORM

I/We, \_\_\_\_\_ hereby authorize IMCAS to charge my credit card for the amount of 3 000 USD as per information completed in capital letters below in case of failure to comply with the signed contract as per the RULES and REGULATIONS document, chapter 1:

## TYPE OF CREDIT CARD

- ☐ VISA CARD
- ☐ MASTERCARD
- ☐ EUROCARD
- ☐ AMERICAN EXPRESS

## CREDIT CARD ISSUING BANK

\_\_\_\_\_

## CREDIT CARD NUMBER

\_\_\_\_\_

## CARDHOLDER'S NAME

(as it appears on Credit Card)

\_\_\_\_\_

## AUTHORIZED PERSON CONTACT DETAILS

\_\_\_\_\_

## EXPIRY DATE

\_\_\_\_\_

## CARDHOLDER'S SIGNATURE

(as it appears on Credit Card)

\_\_\_\_\_

## COMPANY NAME & OFFICIAL STAMP

\_\_\_\_\_

## SECURITY CODE

For cards other than AMEX: last 3 digits on the back of your credit card (CCV code) .....

For AMEX card: 4 digits above the main account number on the face of your credit card (CID code) .....

## CONTACT ADDRESS, PHONE, FAX AND E-MAIL

NAME OF CONTACT PERSON:

DATE:

\_\_\_\_\_

\_\_\_\_\_

*Note*

**Please attach a copy of both front and back sides of your credit card or the form cannot be accepted**

**This is a guarantee deposit, to be cashed only if the Exhibitor does not comply with the signed contract as per the RULES and REGULATIONS document, chapter 1 "Signature & Contractual Commitment"**

EXCELLENCE AND DISTINCTION IN MEDICAL LEARNING

## 2 - COMPLIANCE & LAW

### 1. Obligation to provide booth layout and equipment

- a. Submit the booth layout through the company account before 21 June, 2022
- b. The layouts must include the maximum height of the structure, the maximum height of any sign, the ribs on the ground and it must signal the presence of a disposable floor (specify height and locate the access ramp on the map). IMCAS is given the right to refuse booth installation of exhibitors who have not returned the layout within the time allotted. These plans may be submitted for opinion to the Safety Officer.
- c. In order to verify that the booth being built onsite corresponds to the design previously sent, this layout will be checked during set up. Should the booth building not coincide with your layout, IMCAS reserves the right to amend or stop the construction.
- d. The pillar placed within the limits of your booth can be covered but should not include a construction going over the boundaries of your allocated space. Pillars ought to be covered with walls up to 3m high, leaving a 10cm space between the pillar and the added walls. No degradation to be left on the pillar
- e. Any booth with standpipe hose system must remain easily accessible, only curtains on this side are allowed, no fixed wall
- f. The coverings for pillars and standpipes located on your booth can be branded as you wish. Any next to your booth can be branded by obtaining a written agreement from IMCAS
- g. The use of signage in white letters on a green background is prohibited, since these colours are reserved exclusively for the «Exit» sign or the fire services team
- h. Corner booths have to stay open on two sides.
- i. Peninsula booths (3 open sides) have to stay open on 3 sides.
- j. Island booth have to stay open on all sides.
- k. Walls on any open sides of a booth shall not be longer than one quarter (1/4) per open side (not to be confused with the sum of all open sides) and shall not affect neighbouring booths
- l. Booth design for raw space should include the following:
  - Booth width and length
  - Booth height including floorboard (if any)
  - Partition walls
  - Booth covering (should there be partial covering please indicate exact measures and material use)
  - Floor covering materials (e.g. floorboard. Indicate thickness)
  - Added wall/s to cover pillar/s (if any)

### 2. Obligation to comply with the regulations in force in the eye of regulators

- a. Labor law
- b. Customs (for materials or products from abroad)
- c. Hygiene (for food or animal species)
- d. Products licences: it is the exhibitors responsibility to obtain the corresponding marketing and commercialization licences of the products that are displayed, promoted or utilized during the event. The product or device has to be legally authorized by the local authorities within the country where the event is held. Products without a license are not permitted to be promoted
- e. Medical licences: any medical act organized by the Exhibitor during the event shall be executed by physicians qualified and licensed to do so following the law and regulations of the country where the event takes place. Please note that

many country's demand to process a 'Temporary Licence' for the physician to legally perform a medical act/application. Please refer to FAQ chapter 4.4. How can I perform a live demonstration? for further details.

## 3 - BOOTH SET UP & DISMANTLING

### 1. General date and time of installation, decoration and dismantling:

#### LEVEL 2

- a. General booth set up: July 20 between 8am - 8pm
- b. General booth dismantling: July 23 between 6pm - midnight

### 2. Exact compliance with setting up and dismantling hours

a. Exhibitors or their contractors, must have completed their installation by the date and time limits set. If exceeded, no permission to access the venue will be given for packing, machinery, vehicle transport, external contractors under any motive and without any regard for the harm it could cause the Exhibitor. Contractors remaining onsite after the allocated schedule will be subject to a penalty fee (as specified in chapter 3.2.c).

b. At the end of booth set up and dismantling, exhibitors must sign the SET UP DEPARTURE FORM & DISMANTLING DEPARTURE FORM by presenting themselves at the IMCAS Exhibitor Services. Should the Exhibitor not sign the SET UP and/or DISMANTLING DEPARTURE FORM, a penalty fee of 1 000 USD (exclusive of tax) is applicable.

- upon finishing the construction during set up of their booth, the person responsible for the booth must receive approval from the IMCAS team before departure, therefore stating that the booth construction complies with the rules and regulations by signing the SET UP DEPARTURE FORM.

- upon finishing the dismantling of their booth, the person responsible for the booth must receive approval from the IMCAS team before departure, therefore stating that the booth dismantling complies with the rules and regulations by signing the DISMANTLING DEPARTURE FORM.

c. Any excess time will be billed as follow:

2 700 USD (exclusive of tax) per hour that has exceeded, jointly with any other Exhibitor(s) still present on the level of exhibition

#### FOR EXAMPLE:

- If only one Exhibitor is still present, 2 700 USD (exclusive of tax) will be charged
- If two Exhibitors are still present, this amount will be divided by two
- If three Exhibitors are still present, this amount will be divided by three, etc

This amount strictly respects the extension fee imposed by the conference venue to IMCAS. IMCAS consequently applies the same amount to its exhibitors without applying any additional commission fee.

### 3. Constructor passes delivered by CCC

a. On arrival registration should be done at the Department of Protection Management (Departamento de Gestión de la Protección) prior to entering the Conference venue

- i. they are only provided AFTER any workforce hired in-country confirms that they have the affiliation to the Colombian Social Security System up to date. It is the responsibility of the exhibitors, who hire third party services, to comply with the labor legislation in force.

b. Provide access to the exhibition area only during the assembly and disassembly of booths

### 4. Delivery and consignment: 2 options

## a. OPTION 1 &gt; Using a freight company

- i. you can either use a freight company of your choice or
- ii. you can use the service of the appointed Official Freight Forwarder:  
GAMALOG SAS  
Contact: Martha GAITAN  
Phone.: +57 (0)31 3574 1127  
Email: operations@gamalog.com

## b. OPTION 2 &gt; Direct delivery to the conference venue

- i. Shipping address:  
IMCAS Americas 2022 - (Booth number)  
CENTRO DE CONVENCIONES DE CARTAGENA DE INDIAS  
«Julio cesar Turbay Ayala»  
Getsemani, Calle 24 No 8a - 344,  
Cartagena de Indias, Colombia
- ii. On each box/package to be delivered at the conference venue, the name of your company, the booth number and the event name should be clearly written.
- iii. Deliveries should be done during exhibition set up day (see chapter 3.1). Any goods delivered before the above mentioned day will not be accepted.
- iv. The vehicles delivering your booth materials should present themselves at the parking entrance, located on Calle 24, at above exact delivery time or after.
- v. Vehicle size restriction
  - 1. Maximum vehicle height => 3,50m
  - 2. Maximum vehicle width => 3,50m
  - 3. Maximum vehicle weight => 7 tonnes max
- vi. Lifts:
  - 1. Entrance dimensions: width 5m x height 3,9m
  - 2. Compartment dimensions: width 5m x height 3,9m
  - 3. Capacity 4,5 tonnes
- vii. The movement within the freight station is the own responsibility of the users. Only vehicles loaded with goods are admitted for the installation and removal utility. Access is limited to the strict duration of unloading. For the duration of the event, no cars or vehicles are allowed to enter, park or drive in the delivery area, outside the hours set aside, without special authorization from IMCAS in advance and in accordance with the Building Congress. IMCAS reserves the right to remove or stop any business vehicle, personnel or offending driver and to permanently bar the access to the event during its term at the risk of vehicle owners.
- viii. IMCAS commits itself to respect the allocated schedule to the best of its availabilities. However, it should not be held responsible for any overtime, delays or conflicts that may occur within the loading bay before, during and after the congress.

## c. Receiving your goods

- i. The consignee whom will accept your goods must be a person from your company. IMCAS will not be responsible for reception of your goods and materials on your behalf.
- ii. Each Exhibitor, or his acknowledged representative, will provide the transportation, receipt, shipment of its package and recognition for their content. All packages must be unpacked on arrival. If the exhibitors or their agents are not present to receive their package, IMCAS will not receive it and reserve the right to store it, unwrap it or return it to the sender and submit to the Exhibitor costs, risks and perils for that.

## 5. Set-up

- a. Attendance is compulsory at the booth: the exhibitor or his duly accredited representative should be there during the visit of the services responsible for safety as compliance to the security measures imposed by the government or taken by IMCAS is mandatory throughout the event
- b. Installation of the booth is to be done by a qualified installer (proof of registration may be demanded). The indoor booth equipment is under the responsibility of the exhibitor and the installer is responsible for all risks of its own booth space and any damage it may cause due to the space
- c. IMCAS will not be responsible for slight differences that could be observed between the dimensions shown and dimensions in actual location, nor changes occurred in the environment of the booths (modification of neighboring booths, alleys reconfiguring... )
- d. The exhibitor is responsible for any water installation on the booth and any damage it might cause (e.g. water damage)
- e. Booth construction must remain within the limit of the allocated space. Any modification to the existing on site structures (stringers, panels, curtains ...), to occupy, somehow, the spaces reserved for visitor traffic and to occupy another company's booth is prohibited. Any attachment to the frame, against the walls of the halls and against the partitions of the booths is prohibited
- f. No overlaps of goods that would be deemed as dangerous or unsightly by the IMCAS team
- g. All fire exits and venue entrances must be kept cleared and free of obstruction at all time in accordance with the conference venue fire regulations
- h. Of the total area of exposure, the maximum height partitions or separating elements, and all decorations including the top advertising signs, is fixed at
  - i. GRAN SALÓN BARAHONA: 3 meters
  - ii. LOBBY DEL GRAN SALÓN BARAHONA: 2,40 meters
  - iii. HALL DE EXPOSICIONES : 2,40 meters

Refer to americas2022 general planning wall at: [https://assets.imcas.com/congresses/americas2022/americas2022\\_general\\_planning\\_wall.pdf](https://assets.imcas.com/congresses/americas2022/americas2022_general_planning_wall.pdf)

The Organizer can stop the set up at any time if that request is not fulfilled.

- i. No slinging
- j. Any promotional support has to be placed within the allowed space and in such a way that it doesn't cross the booths limits and walls
- k. Every plant and flowers must be placed in waterproof flowerpots
- l. Walls or elements blocking sight on contiguous booth are forbidden
- m. Electrical linking: links or shunts of power supply from one booth to another are strictly forbidden
- n. The conference venue may charge a 30% surcharge on all multimedia material brought in from an external provider
- o. Specific case of a "raw space" booth (decorated by an external designer)
  - i. Raw space booths are provided without any equipment or walls, with only the floor marking. The Exhibitor has to require from their set designer that they provide the floor covering and dividing walls. All materials used over carpeted or hard floors areas must be of a nature that no slipping (even when moist or wet) or other safety issues will occur.
  - ii. Wall covering: every wall built must be properly covered on both sides (**inside and outside**); outside wall should not be left raw, it is required to cover with white tissue at minimum. Exhibitors who fail to abide by this practice shall be fine with a minimum fine of 1 000 USD excl. of tax.
  - iii. **Floor covering is mandatory**



1. Exhibitor must install wooden flooring or platforms to prevent any damage to the venue's marble or carpeted surfaces. Exhibitor who fail to abide by this practice shall be fine with a minimum of 600 USD exclusive of tax.
2. Should the floor covering/floorboard/podium exceed 20 millimetres (20 mm) thickness, there must be a slanted ramp or inclined borders (infinity edge) connecting the exhibition floor and the booth floor on all open edges. The ramp must be 0.90m large, entirely incorporated into the stand with its slope graded between 2% and 5%. This ramp cannot overcome the space limits allowed for the Exhibitor.

Example:



3. Spacer must be place at the foot of any system poles in order to prevent damage to the existing carpet.
4. Carpet/protection sheet also must be laid at areas where Exhibitor will be carrying out the preparation works. All these protection works must be done before the commencement of any set up.
5. Colour reference at IMCAS Americas 2022

Carpet :  CG Red (Pantone 179 C)

## 6. Dismantling

- a. The Exhibitor, or its duly accredited representative is compelled to be present on his booth from the beginning of the dismantling and up until the complete evacuation of the booth.
- b. Removal of exhibits and breakdown of booths before the closure of the exhibition is prohibited.
- c. The evacuation of the booths, goods, items and specific decorations as well as the waste and scraping from the booth decoration and construction materials has to be done by the Exhibitor within the time and deadlines set by IMCAS. Beyond those deadlines, IMCAS is allowed to move the items to a storage space of its choice, to the cost, risks and perils of the Exhibitor and without being kept responsible for the damages, partial or total loss. Also, IMCAS can charge the Exhibitor with the cleaning services noted by the venue and IMCAS, supported by visual evidences at the cost of 500 USD (exclusive of tax) per cubic meter .
- d. The Exhibitor must leave the space, decors, hardware left to their disposal in the state that it has been given to them. Any leftover materials, or deterioration caused by their instalment or goods, either to the building or to the occupied floor will be evaluated by the technical services of the venue and by the IMCAS team and charged to the responsible Exhibitor/s (minimum fine is at 2 000 USD exclusive of tax).
- e. All material on booth must be superintended by a company representative until it is retrieved by its freight forwarder. IMCAS is not responsible for any material left on the booth unattended.

## 7. Cleaning

General cleaning will be provided in common areas and booths by the Organizer during the show days.

## 4 – BOOTH OCCUPATION

### 1. Respect of the booth renting contract

- a. No subleasing
  - i. The Exhibitor cannot sublease the space it has reserved to another society that is not a division of the same company or a legally authorized agent. They will be required to deliver to IMCAS an authorization or presentation of valid evidence (authorized agent contract or society status).
  - ii. The violation of this agreement will result in the immediate expulsion of one or both parties.
- b. The setting of promotional signage or the indirect promotion of signage, brands, and products from different social reasons than the exhibitor's is prohibited.
- c. Every sign or item judged non-conform has to be removed at the very first summon and without reparation, IMCAS being allowed to act for the violator, without further ado.

### 2. Rules to obey

- a. The fire-extinguishers set by the technical services of the congress venue on or nearby the booth can not under any circumstance be moved and have to stay accessible at any time
- b. Any luminous or sonorous advertisement device and any animation, show or demonstration which could provoke crowding in the pathway has to be submitted to the prior agreement of IMCAS, which is allowed to cancel the authorization possibly granted if the device or the manifestation disturbs the circulation or the manifestation.
- c. Pathways must not be under any case blocked or encroached
- d. . Any loose packing and wrapping material, dust-cover used during closing time, items not used for the booth presentation and staff belongings must be put out of attendees' sight. During opening hours of the exhibition hall, exhibit items should not remain covered. In such a case, IMCAS will remove any covering on exposed items without being held responsible for damages or loss which could result from such action.
- e. Exhibitors cannot empty their booth or pack up before the end of the exhibition hours on the last day. The total or partial closing of a booth during public opening hours is, by any methods used and especially during a demonstration, strictly forbidden
- f. No smoking with the congress venue. In accordance with the decree of May, 29th, 1992, smoking is forbidden within exhibition halls and/or public opened spaces, as well as on booths
- g. No food and beverage supplier or caterer, other than the official appointed caterer by the venue (or approved contractor(s) by venue), is allowed to supply or cater food and beverage at the congress venue

## 5 – MEETING ROOMS / TRAINING LABS

### 1. Key(s) Control

- a. Key(s) can be collected from and returned to the Welcome desk between 8AM and 7PM respectively on the day of your reservation upon signing the Keys Management Form.
- b. Issued keys become the responsibility of the company representative who signs the Keys Management Form, and are not to be duplicated, loaned or utilized by any other personnel at any time.
- c. Any late return of the key(s) will be fined at 100 USD (exclusive of tax) per day.
- d. In the event of the loss of the key(s), a fee of 300 USD (exclusive of tax) will be charged per key.

## 6 – BADGE SCANNER RENTAL

### 1. Badge scanner on-site

- a. Badge scanner(s) can be collected from and returned to the Welcome desk between 8AM and 7PM respectively on the day of your reservation upon signing the Lead Retrieval Form.
- b. Issued badge scanner(s) become the responsibility of the company representatives to whom the scanner(s) is provided.
- c. Any late return of the badge scanner(s) will be fined at 100 USD (exclusive of tax) per day.
- d. In the event of the loss of the scanner(s), a fee of 400 USD (exclusive of tax) will be charged per scanner.

## 7 – FREQUENTLY ASKED QUESTIONS

Supplementary information relevant to the congress and its activities can be found online through the IMCAS Sponsor Frequently Asked Questions (FAQs).