

International Master Course on Aging Science

# IMCAS

AMERICAS  
5<sup>th</sup> Edition

RULES & REGULATIONS GUIDELINES

J U L Y

20 - 22

2023

CARTAGENA  
DE INDIAS

Centro de Convenciones  
Julio César Turbay Ayala

The leading subjects in  
dermatology, plastic surgery  
& aesthetic science

AMERICAS 5<sup>TH</sup> EDITION

At Centro de Convenciones Cartagena de Indias

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*Please fill in and sign*

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

*Page 4 : « Credit card authorization form » with 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** (v2\_2023\_americas\_based\_on\_v39)
- I or a legally chosen representative will proceed to the immediate payment of the invoice if any of the 9 points below are not respected:

		<b>Act</b>	Cost in USD (excl tax)	<b>Chapter</b>
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 well 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, platforms or carpet	> 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
badge scanner	8	There is late return of the badge scanners	100 per day	6.1.c
	9	There is loss of the badge scanners	400 per device	6.1.d

- I therefore accept :
  - To sign this page (signature & contractual commitment) and
  - To leave a guarantee by choosing one of the 2 options below:
    - sign the attached Credit Card Authorization Form and to enclose a copy of both sides of the credit card
    - wire a bank transfer of 3000USD (will be REFUNDED if no aforementioned rules violated)

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 is established in strict respect with the binding contract. Exhibitors must contact IMCAS for detailed instructions if opting bank transfer.

- To upload all related documents through my company account on imcas.com.

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

**Date (prior to June 20, 2023)**

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 3000 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

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## CREDIT CARD NUMBER

---

## EXPIRY DATE

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## CARDHOLDER'S NAME

(as it appears on Credit Card)

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## CARDHOLDER'S SIGNATURE

(as it appears on Credit Card, if any)

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## AUTHORIZED PERSON CONTACT DETAILS

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## COMPANY NAME & OFFICIAL STAMP

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## 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 22 May, 2023.
- b. The booth layout must include the following:
  - Booth width and length
  - Booth maximum height including floorboard and signage, if any
  - Partition walls, if any
  - Booth coverage (Indicate if there is or is not a roof or ceiling. Should there be partial covering please indicate exact measures and materials to be used)
  - Thickness of floor covering and material use (e.g. carpet, floorboard)
  - Access ramp, if any
  - Added wall/s to cover pillar(s), if any
  - Technical floor plan with ALL dimensions and 3D designs

IMCAS is given the right to refuse the booth installation of exhibitors who have not returned the layout within the time allotted. These plans may be submitted to the Safety Officer for validation if necessary.

c. In order to verify that the booth being built onsite corresponds to the design previously sent, this layout will be checked during setup. 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. No markings or deterioration may be left on the pillar.

e. Any booth with a standpipe hose system must remain easily accessible, only curtains on this side are allowed, no fixed walls will be permitted.

f. The coverings for pillars and standpipes located on your booth can be branded as you wish, however any that located outside or adjacent to your booth may not be marked or branded.

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 must remain open on two sides.

i. Peninsula booths (3 open sides) must remain open on all 3 sides.

j. Island booth must stay open on all sides.

k. Walls on any open sides of a booth **should 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 the visibility of neighbouring booths.

l. Door of storage room built in the booth must open inwards and not towards the aisle.

### 2. Obligation to comply with the regulations enforced 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. All products and devices must 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 countries require a 'Temporary Licence' for the physicians to legally perform certain medical acts and applications. Please refer to *FAQ chapter 4.4. How can I perform a live demonstration?* for further details.

## 3 - BOOTH SET UP & DISMANTLING

### 1. Date, time of installation, decoration, and dismantling information (to be confirmed):

#### LEVEL 2

- a. General booth set up: Wednesday July 19 from 8am to 7pm
- b. ALL INCLUSIVE BOOTH Decoration (including mobile booths, construction premium): Thursday July 20, from 7am to 10am

**NOTA: the exact booth set up time depends on the booth's type (raw space or with construction), size, and location. The exact schedule will be announced on the exhibitor's company account 2 months prior to the conference.**

- c. General booth dismantling: Saturday July 22 from 6pm until midnight

### 2. Exact compliance with setting up and dismantling hours (only applicable to raw space)

a. Exhibitors or their contractors must have completed their installation by the date and time limits set. If exceeded, access to the venue will not be granted for any packing, machinery, vehicle transports, or external contractors under any circumstance, regardless of the impairment it may cause for 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 and DISMANTLING DEPARTURE FORM by presenting themselves at the IMCAS staff or our official booth constructor. 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.

By completing these forms the exhibitor states that the booth construction and dismantling complies with all IMCAS and venue rules and regulations and has thus been approved accordingly by all parties involved.

c. Any excess time taken in the booth construction and dismantling process will be billed as follows: 2 700 USD (exclusive of tax) per hour exceeded, charged jointly with all other exhibitor(s) who are still present for each exhibition level.

#### 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. IMCAS consequently applies the same amount to its exhibitors without applying any further commission.

### 3. Constructor passes delivered by CCCI (to be confirmed)

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

i. Any "in-country" hires will only be provided constructor passes AFTER confirmation that they have the correct and current affiliations with the Colombian Social Security and Labor Systems. It is the responsibility of the exhibitors, who hire third party services, to comply with all labor laws and regulations within the state of Colombia.

b. Constructor access to the exhibition area is only allowed during booth assembly and dismantling hours.

#### 4. Delivery and consignment: 2 options (to be confirmed)

Please refer to logistics planning on company account for latest info about Transitory Free Trade Zone and instructions: <https://www.imcas.com/en/account/company-account/imcas-americas-2023/logistics> **(AVAILABLE SOON)**

##### a. OPTION 1 > Using a freight company

i. You can use the service of the appointed Official Freight Forwarder:

ROCK IT GLOBAL COL

Contact: Rafael CARVALHO

Phone: +57 322 275-2275 / +57 310 852-6259

Email: col-ops@rockit.global

Exhibitors are also welcome to use a freight carrier of their choice.

##### b. OPTION 2 > Direct delivery to the conference venue

i. Shipping address:

**IMCAS Americas 2023 - (Your 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).

iv. The vehicles delivering your booth materials should present themselves at the parking entrance. Specific instructions will be published on company account (logistics planning) soon.

v. Vehicle size restriction

1. Maximum vehicle height => 3,50m

2. Maximum vehicle width => 3,50m

3. Maximum vehicle weight => 7 tons max

vi. Lifts:

1. Entrance dimensions: width 5m x height 3,9m

2. Compartment dimensions: width 5m x height 3,9m x length 2,9m

3. Capacity 4,5 tons

vii. All loading and delivery within the freight station falls strictly under the responsibility of the freight company and its employers. Only vehicles for loading utility are admitted for the installation and removal of materials. Access is limited to the strict duration of unloading timeframes (during booth construction & dismantling) and complies with the regulations of the congress venue. For the duration of the event, no cars or vehicles are allowed to enter, park, or drive in the delivery area outside the delivery hours stated and without special authorization from IMCAS. IMCAS reserves the right to remove or stop any business vehicle, personnel, or offending driver and to permanently bar access to the event during its term despite the disadvantages it may incur to the 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 by courier

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 packages, 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 reserves the right to store, unwrap, or return it to the sender, subjecting the Exhibitor to all costs,

## 5. Setup

- a. Attendance is compulsory at the booth during all installations. The exhibitor or his duly accredited representative should be present during the visit of all services and is responsible for safety of all parties involved. All persons must comply with security measures imposed by the event venue, IMCAS, and the government throughout the duration of the event.
- b. Installation of the booth is to be done by a qualified constructor (constructor registration must be able to be provided on request). All interior booth equipment falls under the responsibility of the exhibitor. The installing company is responsible for all risks incurred from the provided booth materials and any damage that may be caused within the space.
- c. IMCAS will not be responsible for slight differences that could be observed between the dimensions shown during the booking and dimensions in actual location, nor changes within the exhibition environment of the booths (modification of neighboring booths, alleys reconfiguring, etc.)
- d. The exhibitor is responsible for any water installation within the booth and any damage it may cause (e.g. water damage)
- e. Booth construction must remain within the limit of the allocated space. Any modification to the existing onsite structures (stringers, panels, curtains, etc.), to occupy the spaces reserved for visitor traffic or another company's booth is prohibited. Any attachment to the booth frames and/or partitions is strictly prohibited.
- f. All goods and products presented are subject to review by the IMCAS team. Any goods that may be deemed as dangerous or unappealing must be removed upon request.
- 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. The maximum height partitions or separating elements, and all decorations including the top advertising signs, is fixed at:
  - i. **Mandatory walls marked with green lines**                      **3 meters**
  - ii. **Mandatory walls marked with blue lines**                      **2.40 meters**

The Organizer can stop the setup at any time if these dimensions are not fulfilled.

Refer to the americas2023 general planning page through your company account (logistics planning --> chapter 1: <https://www.imcas.com/en/account/company-account/imcas-americas-2023/logistics>) for further information.

- i. No hanging is permitted in the booth spaces or exhibition hall.
- j. Any promotional support displayed must be placed within the allotted booth space and may not cross space limits and walls.
- k. All plants and flowers must be placed in waterproof flowerpots.
- l. Walls or elements blocking visibility on contiguous booth lines will not be permitted.
- m. Electrical outlets : links or power cords connecting the power supply of one booth to another is strictly forbidden.
- n. Specific case of a "raw space" booth (decorated by an external designer):
  - i. Raw space booths are provided with only the floor markings (no further equipment or walls are provided). Therefore the Exhibitor and their set designer must provide the floor coverings and dividing walls. All materials used over carpeted or hard floor areas must be nonslip.
  - ii. Wall coverings: every wall built must be properly covered on both sides (**inner and outer**); outer walls should not be left raw/uncovered, In addition to both sides, it is required to neatly cover any protruding part of the walls that may be visible to the public. Exhibitors who fail to abide by this practice will be fined with a minimum fine of 1 000 USD excl. of tax.
  - iii. **Floor covering is mandatory**



1. All exhibition spaces must include wooden flooring or platforms (provided by the exhibitor) to prevent any damage to the venue's marble or carpeted surfaces. Exhibitors who fail to abide by this practice shall be fined with a minimum of 600 USD exclusive of tax.

2. Should the floor covering, floorboard, or podium exceed 20 millimetres (20 mm) in 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. Spacers must be placed at the bottom of any system poles in order to prevent damage to the existing carpet.

4. Carpets or protection sheets must also be laid in any areas where the Exhibitor is installing booth material during construction. All these protection works must be done before the commencement of any setup.

5. Color reference at IMCAS Americas 2023

Carpet :  CG Orange (to be confirmed)

## 6. Dismantling

a. The Exhibitor, or their duly accredited representative, is required to be present at their booth from the beginning of the dismantling process through its completion. Note that all exhibitors are required to verify dismantled spaces and check out with a member of IMCAS staff before departing the venue.

b. The initiation of booth breakdown or removal of any exhibition materials prior to the closure of the event or exhibition hall is prohibited.

c. Booth breakdown (including the removal of all goods, company items, specific decorations, waste, and building materials) must be completed by the exhibitor within the timeframe established by the IMCAS team. IMCAS maintains the rights to move or dispose of any materials left in violation of this. Any materials that are transferred to a storage facility will be fully at the cost and risk of the exhibitor. IMCAS bears no responsibility for any damages, partial, or total losses that may occur in this process.

d. IMCAS also maintains the right to impose additional exhibitors fees for necessary venue cleaning services at the cost of 500 USD (exclusive of tax) per cubic meter. All charges will be accompanied by visual evidence of the unattended materials.

e. The Exhibitor must leave the space, decor, and hardware used in the state that it was initially provided. Any undisposed materials or venue deterioration resulting from their installments or distribution of goods before, during, or after the event will be evaluated by both the IMCAS team and the venue. Responsible parties will be charged at a minimum of 2 000 USD (exclusive of tax) depending on the charges of the venue and extent of the damages.

f. All booth materials must be superintended by a company representative until it is retrieved by their freight forwarder. IMCAS is not liable for any unattended booth or exhibitor materials.

## 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. Exhibitors are strictly forbidden from subleasing any reserved spaces to a secondary party, including but not limited to company divisions, external partners or societies, or any secondary legal agents.

ii. Any violation of this agreement will result in the immediate expulsion of one or both parties.

b. The distribution of both direct and indirect promotional signage, brands, and products outside of the operational scope of the participating exhibitor is also prohibited.

c. Any items that do not conform within these standards will be removed immediately without remuneration. IMCAS maintains all rights to determine the validity of the product(s) in question and to take further penalty action in accordance with IMCAS regulations and the extent of the violation.

### 2. Rules to obey

a. The fire-extinguishers (as provided by the technical services of the congress venue) that are on or nearby booth areas must be accessible at all times.

b. Any light or sound advertisements, animations, showcases, or demonstrations that could provoke crowding within walkways must be submitted and previously approved by IMCAS. The IMCAS team maintains the right to cancel the authorization granted if the shows or promotional devices disturb the circulation of the event.

c. Pathways must not be under any case blocked or encroached

d. Any remaining packaging, display covers, staff belongings, or items not intended in the booth presentations must be placed out of the sight of attendees. 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 at any time before the end of the event. The total or partial closing of a booth during exhibition hours, by any methods used and especially during a demonstration is 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 in booth spaces.

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 beverages at the congress venue

## 5 – PROGRAM

### 1. Program Modification

Please note that while speakers, exhibitions, and sessions were confirmed at the time of publishing, circumstances beyond the control of the organizer may necessitate substitutions, alterations, or cancellations.

As such, IMCAS reserves the right to alter or modify the advertised speakers, exhibitions and sessions if necessary, without liability. Any substitutions or alterations will be updated on our portal and participating parties will be informed as soon as possible.

### 2. Speaker

Speakers who are speaking within sponsored sessions may be considered by the IMCAS Scientific Board to speak or chair within other scientific session(s). IMCAS considers that such scientific sessions do not enter in conflict with any other sponsorship agreement and that speakers should not be restricted to speak only within designated sponsored sessions.

## 6 – BADGE SCANNER RENTAL

### 1. Badge scanner on-site

- a. Badge scanners will be delivered to exhibitors' booths upon the completion of the Lead Retrieval Form.
- b. Issued badge scanners become the responsibility of the company representatives to whom the scanners are provided.
- c. Any late return of the badge scanners will be subject to fines at 100 USD (exclusive of tax) per day.
- d. In the event of loss or damage, a fee of 400 USD (exclusive of tax) will be charged per scanner.

## 7 – MEETING ROOMS / TRAINING LABS

Meeting rooms and training labs will be open during congress days and no keys are required. Please refer to logistics planning section on your company account <https://www.imcas.com/en/account/company-account/imcas-americas-2023/logistics> for the latest information. Specific instructions will be sent by email.

## 8 – FREQUENTLY ASKED QUESTIONS

Additional information relevant to the congress and its activities can be found online through the IMCAS Sponsors' FAQ: <https://www.imcas.com/en/exhibit/imcas-americas-2023/sponsor/faq>

IMCAS reserves the right to change the terms and conditions at any time without prior notice. In the event that changes are made, the revised terms and conditions shall be posted on sponsors' FAQ/company account and the updated version of rules & regulations document will be posted online. Please refer to the latest information on our website <https://www.imcas.com/en> to stay informed on any changes.