

*Basic Science to Global Health Impact*

# HPV 2017

31<sup>ST</sup> INTERNATIONAL PAPILLOMAVIRUS  
CONFERENCE

CAPE TOWN

FEBRUARY 28 – MARCH 4, 2017 | CAPE TOWN, SOUTH AFRICA



HPV Secretariat  
c/o Swiss Association Worldwide  
Rue François-Vernonnet 7  
12017 Geneva, Switzerland  
Tel: +41 22 908 0188  
Fax: +41 22 908 9046

[www.hpv2017.org](http://www.hpv2017.org)

## Symposium Manual

Dear Supporter,

We are happy to present you with the HPV 2017 Supporters Symposia Manual. This manual covers important information and is designed to assist in preparing for your Symposium. We trust that you will find it helpful and suggest that you read all of the information presented. It will take you very little time now, and could save you a great deal of time later.

The **31<sup>st</sup> International Papillomavirus Conference** takes place from **February 28-March 4 2017** at the **Cape Town International Convention Centre (CTICC), Cape Town, South Africa.**

Cape Town International Convention Centre (CTICC)  
Convention Square  
1 Lower Long Street  
Cape Town 8001, South Africa  
[www.cticc.co.za](http://www.cticc.co.za)

**A block of rooms have been reserved for the HPV 2017 congress participants and supporters at a discounted rate. Hotel reservations can be made via the congress website. Please [click here](#).**

Please do not hesitate to contact me for further information or assistance. We look forward to welcoming you in Cape Town and wish you a successful Symposium.

Warm regards,

**Olivia Fine**  
Meeting Planner

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## SECTION 1: Symposium Related Contact Information

### Congress Organiser

#### **Kenes International**

Rue François-Versonnex 7  
1207 Geneva, Switzerland  
[www.hpv2017.org](http://www.hpv2017.org)

### Kenes Contacts

#### Meeting Planner

##### **Ms. Olivia Fine**

Tel: +41 22 908 0488 Ext: 827  
Email: [ofine@kenes.com](mailto:ofine@kenes.com)

#### Audio Visual Coordinator

##### **Mr. Mike Perchig**

E-mail: [nest@nest-av.com](mailto:nest@nest-av.com)

#### Programme Coordinator

##### **Ms. Ronit Eisenbach**

Tel: +1 484 4332446  
Email: [reisenbach@kenes.com](mailto:reisenbach@kenes.com)

#### Senior Account Manager

##### **Ms. Maria Fredin Grupper**

Tel: +41 22 90 69129  
Email: [mgrupper@kenes.com](mailto:mgrupper@kenes.com)

### Industry Liaison and Sales Associate

#### **Ms. Klinta Stala**

Tel: +31 20 7630108  
Email: [kstala@kenes.com](mailto:kstala@kenes.com)

#### Registration Manager

##### **Ms. Marine Attia**

Tel: +972 3-9727539  
Email: [mattia@kenes.com](mailto:mattia@kenes.com)



## Contractors Contacts

### BOOTH CONSTRUCTION AND FITTINGS, FURNITURE HIRE AND SIGNAGE

#### Scan Display

**Ms. Jane Steel**

Tel: +27 (0) 21 409 1204

Fax: +27 (0) 21 421 4494

Email: [jane@scandisplayct.co.za](mailto:jane@scandisplayct.co.za)

Web: [www.scandisplay.co.za](http://www.scandisplay.co.za)

### RIGGING, TELECOMS, ELECTRICAL FITTINGS, WIRELESS ACCESS, INFORMATION TECHNOLOGY, STAND CLEANING, STAND SECURITY, PARKING Cape Town International Convention Centre (CTICC)

#### Exhibitor Services Department

Tel: + 27 21 410 5000

Fax: +27 21 410 5191

Email: [services@cticc.co.za](mailto:services@cticc.co.za)

### FREIGHT HANDLING & ONSITE LOGISTIC AGENT Hermes-Exhibition and Projects, Ltd.

**Ms. Zehavit Akerman**

Tel: +49 69 747 848

Mobile: +972 52 511 4982

Email: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)

### STAND CATERING & BEVERAGE Cape Town International Convention Centre (CTICC)

#### Exclusive Caterer

**Ms. Lindsay Marthinus**

Tel: + 27 21 410 5000

Fax: +27 21 410 5001

Email: [lindsay@cticc.co.za](mailto:lindsay@cticc.co.za)

### VENUE ADDRESS

#### Cape Town International Convention Centre (CTICC)

Convention Square, 1 Lower Long Street, Cape Town, 8001, South Africa

Tel: +27 21 410 5000

Fax: +27 21 410 5001

[www.cticc.co.za](http://www.cticc.co.za)

## SECTION 2: Deadlines Table

	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	Noa Ragol <a href="mailto:nragol@kenes.com">nragol@kenes.com</a>
Lead Retrieval Wireless Barcode Readers Order	Monday, February 6	Olivia Fine <a href="mailto:ofine@kenes.com">ofine@kenes.com</a>
Payment of Invoice Balance	Must be received in full one week prior to the Congress	Pazit Hochmitz <a href="mailto:phochmitz@kenes.com">phochmitz@kenes.com</a>
Symposium Programme (for approval by Scientific Committee)	Monday, January 16	Ronit Eisenbach <a href="mailto:reisenbach@kenes.com">reisenbach@kenes.com</a>
Programme Book Advertisement (for approval by Scientific Committee)	Monday, January 16	Ronit Eisenbach <a href="mailto:reisenbach@kenes.com">reisenbach@kenes.com</a>
Draft of Bag Insert for Approval (for approval by Scientific Committee)	Monday, January 30	Olivia Fine <a href="mailto:ofine@kenes.com">ofine@kenes.com</a>
Symposium / Company Logo Walk-in Slide	Monday, February 20	Mike Perchig <a href="mailto:nest@nest-av.com">nest@nest-av.com</a>
Catering Services	Monday, February 6	Lindsay Marthinus <a href="mailto:lindsay@cticc.co.za">lindsay@cticc.co.za</a>
Shipping & Material Handling Services	Airfreight Shipments – arrival to Cape Town International Airport (CPT): Monday, February 13	Zehavit Akerman <a href="mailto:zehavitak@hermes-exhibitions.com">zehavitak@hermes-exhibitions.com</a>

### SECTION 3: Timetables

Symposia Timetable		
Supporter	Session Time	Location
<b>Wednesday, March 1, 2017</b>		
Roche Diagnostics	13:00-14:30	Auditorium I
<b>Thursday, March 2, 2017</b>		
Cepheid	07:30-08:30	1.43
Hologic Inc.	13:30-15:00	Auditorium II
<b>Friday, March 3, 2017</b>		
GSK	07:50-09:20	Auditorium II
Medscape	12:40-14:10	Ballroom West
BD Diagnostics	17:30-19:00	Ballroom West

In order to set up the session hall prior to the start of your Symposium, we would recommend arriving to your Symposium between 20 – 30minutes earlier, where a member of the Logistics Team will be available should you need any assistance. Please coordinate directly with Olivia Fine [ofine@kenes.com](mailto:ofine@kenes.com) about set-up times and requirements.

If a technical rehearsal in the hall itself is required, please make arrangements directly with the Congress Audio Visual Coordinator, Mr. Mike Perchig at: [nest@nest-av.com](mailto:nest@nest-av.com).

We ask presenters to follow the time schedule precisely in order that the day's events may run smoothly.

An updated Scientific Timetable can be found on the HPV 2017 website by [clicking here](#).



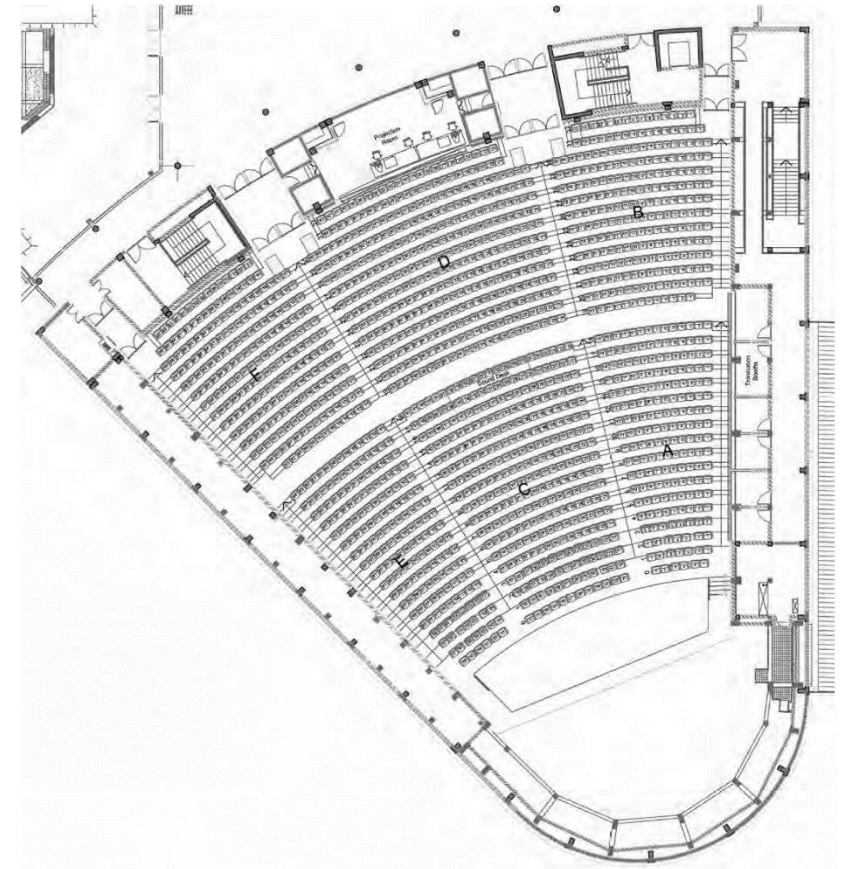
## SECTION 4: Symposia Session Halls

### Auditorium I:

For Symposia taking place in **Auditorium I** on the **1st Floor**.

Hall Technical Details		
Hall Capacity & Layout	1500 Theatre	
Hall Dimensions	32.6m x splayed x 16m (l x w x h)	
Stage	94.77sqm	
Speaker Lectern Banner dimensions	Digital lectern to be sent to AV Coordinator	
Head Table Banner Dimensions	W	H
	360cm	75cm
	<b>Sufficient seating for up to 4 persons.</b> 1 cm foam board or similar rigid material is recommended for branding the table and lectern.	

The general stage setting includes 1 speaker lectern and a head table **accommodating up to 4 persons**. For alternative/additional stage setting please contact Olivia Fine at: [ofine@kenes.com](mailto:ofine@kenes.com).



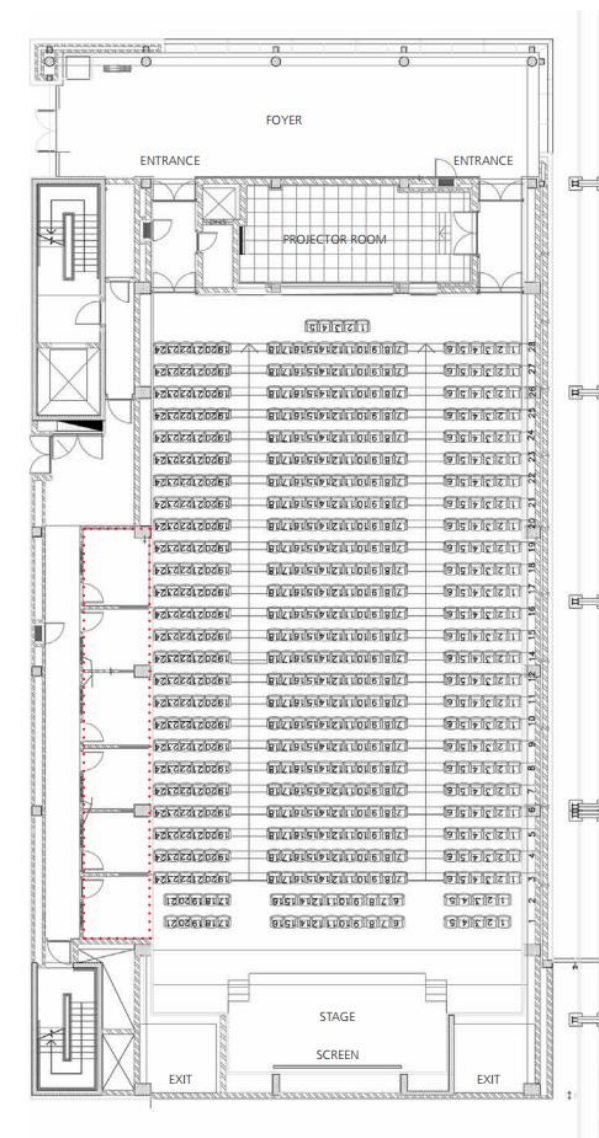


## Auditorium II:

For Symposia taking place in **Auditorium II** on the **1st Floor**.

Hall Technical Details		
Hall Capacity & Layout	620 Theatre	
Hall Dimensions	31m x 15.8m x 8m (l x w x h)	
Stage	37sqm	
Speaker Lectern Banner dimensions	W	H
	TBC	TBC
Head Table Banner Dimensions	W	H
	360cm	75cm
	Sufficient seating for up to 4 persons. 1 cm foam board or similar rigid material is recommended for branding the table and lectern.	

The general stage setting includes 1 speaker lectern and a head table **accommodating up to 4 persons**. For alternative/additional stage setting please contact Olivia Fine at: [ofine@kenes.com](mailto:ofine@kenes.com).



**Ballroom West:**

For Symposia taking place in **Ballroom West** on the **1st Floor**.

Hall Technical Details		
Hall Capacity & Layout	840 Theatre	
Hall Dimensions	28.5m x 28.5m (l x w)	
Speaker Lectern Banner dimensions	<b>W</b>	<b>H</b>
	60	120
Head Table Banner Dimensions	W	H
	180cm	75cm
	<b>Sufficient seating for up to 2 persons.</b> 1 cm foam board or similar rigid material is recommended for branding the table and lectern.	

The general stage setting includes 1 speaker lectern and a head table **accommodating up to 2 persons**. For alternative/additional stage setting please contact Olivia Fine at: [ofine@kenes.com](mailto:ofine@kenes.com).

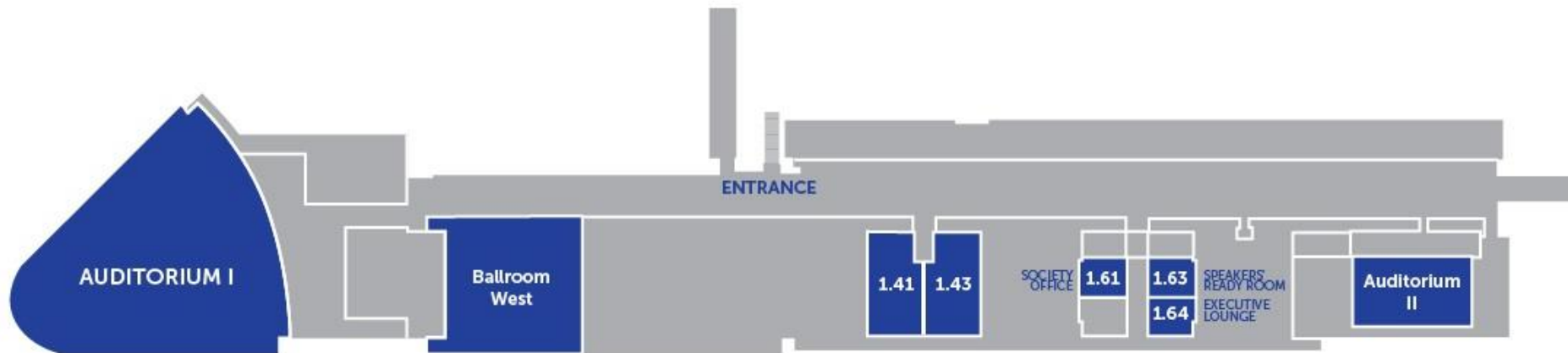
**Meeting Room 1.43:**

For Symposia taking place in **Meeting Room 1.43** on the **1<sup>st</sup> Floor**

Hall Technical Details		
Hall Capacity & Layout	Approximately 120 Theatre	
Hall Dimensions	10m x 16.m x 4m (l x w x h)	
Speaker Lectern Banner dimensions	<b>W</b>	<b>H</b>
	60cm	120cm
Head Table Banner Dimensions	W	H
	180cm	75cm
	<b>Sufficient seating for up to 2 persons.</b> 1 cm foam board or similar rigid material is recommended for branding the table and lectern.	

The general stage setting includes 1 speaker lectern and a head table **accommodating up to 2 persons**. For alternative/additional stage setting please contact Olivia Fine at: [ofine@kenes.com](mailto:ofine@kenes.com)

1st Floor:



2nd Floor:



## Audiovisual (AV) Equipment

### Auditorium I

- Panoramic front projection screen – panoramic image of W14xH7.80 m'
- Panoramic Data/Video control system (Barco ScreenPro 2HD or similar), including all necessary cabling to the laptop computer at the lectern, laptop computer as a back-up/control and a seamless Data/Video switcher at the AV Control desk
- High-powered Data projectors (main one and a back-up)
- Video camera to capture the face of the speaker at the lectern for live close-circuit projection
- 42" Confidence monitor in front of the head table, showing the same image as being projected on the central "window" on the main screen (see previous item)
- Laptop computer for PowerPoint presentations – networked to the Speakers' Ready Room
- Vertical 42" Plasma screen in front of the lectern, projecting the name of the speaker and the Logo (see photo below as a sample)
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer)
- P.A. (sound) system, which covers the hall and the stage, including 10 wired microphones (3 on the head table, 2 at the lectern, 5 on stands in the aisles for the Q&A) with stands (floor/table), 1 wireless tie-clip/headset microphone and connection to sound from computers (mini PL plug) at the lectern
- Audio monitors for the lectern and the head table on stage
- Lighting system, illuminating the lectern and the head table
- Colorful Lighting (up-lighters) along the front of the Hall
- 4-5 English speaking AV technicians to operate the above-mentioned systems

Virtual banners will be projected on the Panoramic Screen and on the vertical Plasma screen in front of the lectern. The banners can include the name and logo of Sponsoring Company and the title/name of the Symposium.

Please contact the AV Coordinator, Mr. Mike Perchig at: [nest@nest-av.com](mailto:nest@nest-av.com) in order to design the images according to the required resolution.

## Auditorium II

- Large front projection screen – image of W5.60xH4.20 meters (resolution of 1024x768)
- Data projector to project the PowerPoint presentations on the screen
- 32" LCD screen in front of the head table (comfort monitor), showing the same image as being projected on the main screen
- Laptop computer for PowerPoint presentations – networked to the Speakers' Ready Room
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer)
- P.A. (sound) system, which covers the hall, including 7 wired microphones (2 head table, 1 lectern, 4 Q&A) with stands (floor/table), 1 wireless tie-clip/headset microphone and connection to sound from computers (mini PL plug) at the lectern
- Audio monitors for the lectern and the head table
- Lighting system, illuminating the lectern and the head table
- 2 x AV technicians to operate the above-mentioned systems

## Ballroom West

- Large front projection screen – image of at least W5.60xH4.20 meters (resolution of 1024x768)
- Data projector to project the PowerPoint presentations on the screen
- 32" LCD screen in front of the head table (Comfort monitor), showing the same image as being projected on the main screen
- Laptop computer for PowerPoint presentations – networked to the Speakers' Ready Room
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer)
- P.A. (sound) system, which covers the hall, including 6 wired microphones (2 head table, 1 lectern, 3 Q&A) with stands (floor/table), 1 wireless tie-clip/headset microphone and connection to sound from computers (mini PL plug) at the lectern
- Audio monitors for the lectern and the head table
- Lighting system, illuminating the lectern and the head table
- 2 x AV technicians to operate the above-mentioned systems



## Meeting Room 1.43

- Front projection screen, image of W3.60xH2.70 meters
- Data projector to project the PowerPoint presentations on the screen
- Laptop computer for PowerPoint presentations – networked to the Speakers' Ready Room
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer)
- P.A. (sound) system, which covers the hall, including 3 wired microphones (1 head table, 1 lectern, 1 Q&A) with stands (floor/table), 1 wireless tie-clip/headset microphone and connection to sound from computers (mini PL plug) at the lectern
- 1x AV technician to operate the above-mentioned systems

## SECTION 5: Symposium Promotion

### Symposium Title and Programme

If there are any changes to your Symposium title or programme, or you have not yet provided your complete programme details, please inform Ronit Eisenbach at: [reisenbach@kenes.com](mailto:reisenbach@kenes.com), no later than **Monday, January 23, 2017**

### Final Programme Advertising

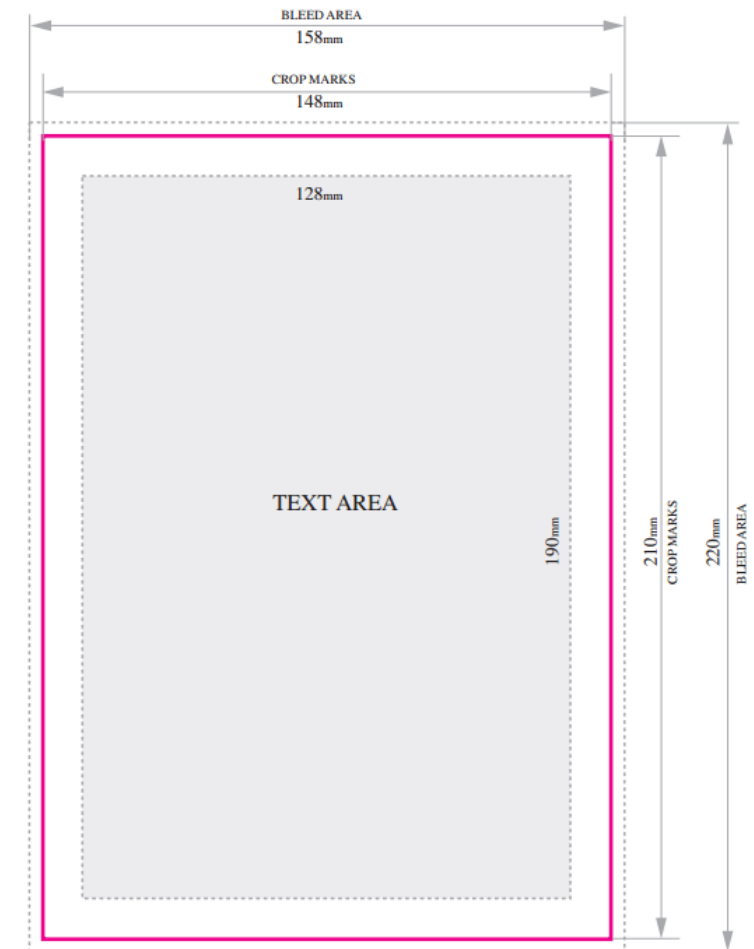
For Supporters entitled to adverts in the final programme as per their signed contract, please email adverts to Ronit Eisenbach at: [reisenbach@kenes.com](mailto:reisenbach@kenes.com) no later than **Monday, January 30, 2017** in one of the following formats at a resolution no less than 300 dpi: EPS, Illustrator, JPG or PDF.

Please refer to the adjacent diagram for advert dimensions for the final programme.

### Symposium Invitation Bag Inserts

Should you be entitled to a bag insert as per your contract, please follow the below procedure:

1. Please email the invitation draft (including graphic design) prior to printing for approval to Olivia Fine at: [ofine@kenes.com](mailto:ofine@kenes.com) no later than **Monday, January 30, 2017**
2. The bag insert should not exceed standard A4 dimensions.
3. At this time we predict that a quantity of **1,300** inserts are required.



Inserts/Display material need to arrive at the venue no later than 09:00 on **Monday, February 27, 2017** for inclusion in the congress bags. Packages should be labeled accordingly with the supporters company's name and the name of the responsible person (who will be in the event), and the name and date of event.

Hermes-Exhibition and Projects, Ltd. is the Official Freight Forwarder agent for the HPV 2017 Congress and Exhibition. To ensure the smooth unloading and arrival of your material into the venue, we recommend using the Official Freight Forwarder services. Supporters who choose to use their own services to deliver their goods to the venue door or warehouse are still required to contact Hermes in order to coordinate the time schedule for unloading of freight into the venue.

Please note:

Any deliveries made directly to the venue without going through the official congress shipping agent, will be at the supporters own risk. If they do not arrive on time or are mislaid, the congress organisers and official congress shipping agent will not take any responsibility.

For additional shipping/delivery options direct to the venue, please refer to **SECTION 8: Shipping Instructions**.

## Symposium Signage

Symposium supporters have the option to create promotional signage according to the below guidelines. All symposium signage should be produced by the company. Please note that it is not permitted to use the HPV logos on any of the symposia materials.

The following may be displayed (and provided by the Supporter):

### 1. Session Hall Signage

- **Self-Standing Sign**

One stand-alone sign to be placed at the entrance of the session hall 30 minutes prior to the sessions published start time.

- **Stage Banners (optional)** - The following may be displayed (and provided by the Supporter)

- 1 x free standing vertical sign to be placed on/next to the stage. **Maximum dimensions:** W150cm x H250cm
- 1 x horizontal sign placed in front the head table facing audience. (For dimensions, see **SECTION 4: Symposium Session Halls**).
- 1 x Banner in front of the speakers lectern facing the audience. (For dimensions see **SECTION 4: Symposium Session Halls**). Please note that in Auditorium I the lectern will have a digital banner, to be arranged through the AV coordinator, Mr. Mike Perchig at [nest@nest-av.com](mailto:nest@nest-av.com).

### 2. Free standing signage

The Supporter is permitted to place one sign (W50cm X H70cm or W85cm X H200cm) advertising the Symposium on the day of the session only. The sign may be placed in the registration area. Please coordinate with the Meeting Planner. **Please make sure to bring your own easels.**

**Please note:**

You may not place signage advertising your symposium in any other locations except as coordinated with Ms. Olivia Fine On-Site.

## **SECTION 6: Session & Miscellaneous Information**

### **Catering**

Catering is exclusive to the **CTICC**, and should be requested in advance. Supporters who wish to order food and beverages for their symposium, meeting/hospitality room or exhibition booth, are welcome to do so directly with the CTICC:

#### **CTICC**

Lindsay Mathinus

Email: [lindsay@cticc.co.za](mailto:lindsay@cticc.co.za)

**All food and beverage requests must be ordered through the official caterer.**

### **Meeting Rooms/Hospitality Rooms**

Supporters interested in renting a meeting room during the HPV 2017 should contact **Klinta Stala** at: [kstala@kenes.com](mailto:kstala@kenes.com)

## SECTION 7: Lead Retrieval Wireless Barcode Readers

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

#### K-Lead app

**NEW State of the art Lead Retrieval App (no device is included).**

**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 - **€400**

#### The Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit - **€300**



#### 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 Organising 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 he visited your booth and was scanned by your barcode reader, we are unable to forward you his contact details. Please submit your order through the **Kenes Exhibitor's Portal**. The Exhibition Manager will contact you with the link to the Exhibitor's Portal, including your personal login details.

**To reserve your Lead Retrieval Wireless Barcode Reader, please refer to the online Exhibitor's Portal**

Please [click here](#) to log in to the Portal.

## SECTION 8: Shipping Instructions

For any questions/clarifications, please contact the Official Freight Coordinator of the Symposium:

### Hermes-Merkur

**Ms. Zehavit Akerman**

Tel: +49 69 747 848

Mobile: +972 52 511 4982

Email: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)

### Inserts for participant bags

Please note: **To assure that your insert will be distributed to the delegates, a sample of the insert needs to be sent to Olivia Fine no later than January 30, 2017 at: [ofine@kenes.com](mailto:ofine@kenes.com)**

Inserts will be distributed to the delegates from the Congress Materials counter (insert to be provided by Supporter).

In order to follow up your shipment and to confirm arrival on time, we kindly ask you to provide the Official Freight Coordinator with the following information prior to shipping:

- 1) Number of pieces (pallets, boxes, cartons, etc.)
- 2) Way of transport (road freight, carrier services, airfreight, ocean)
- 3) Airway bill number

**It is very important to put the correct label on boxes and to mention INSERTS FOR THE BAGS. Please contact Hermes directly for the labels and for further information.**

**Shipments sent directly to the venue prior to February, 27 2017 will be refused by the Cape Town International Convention Centre (CTICC).**

Hermes is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

Hermes-Merkur has the responsibility of receiving and handling all materials for a fee. Exhibitors are free to choose their own courier for delivery and pickup of their materials when sending to the warehouse. Handling rates are based on the incoming weight of shipments. For rate information, please contact Hermes. **Hermes-Merkur must have payment before forwarding freight.**

For any questions/clarifications, please contact the Official Freight Coordinator of the Symposium: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)

### **Insurance of Goods**

All cargo should be insured from point of origin.

### **Insert and Display Materials**

Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the Congress bags and display. In order to receive a price quote for handling and to assure arrival of your materials, please contact Hermes-Merkur directly.

**Please find the shipping instructions from Hermes-Merkur on the following page.**

## Introduction

Kindly note that Hermes is the sole official on-site agent nominated by **KENES** to handle all in/out shipments arriving to this congress. All cargo/shipments will be moved in/moved out from the building only via the official nominated agent.

We are pleased to inform you of the arrangements for shipping, international freight forwarding, customs clearance and on-site services for the 2017 congress.

Please note that you may use any transport company up to the venue door. However, no other company is permitted to deliver, operate, and handle goods inside the venue.

## Range of services

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition-stands, forklifting
- Storage of empty boxes and crates during the event
- On-site assistance and supervision

This shipping manual will assist your preparation for the correct and timely dispatch of exhibits to the congress. Please follow the instructions closely.

## General Information

### Contact Details:

Hermes Exhibitions & Projects Ltd.

Contact: Ms. Zehavit Akerman

Tel: + 49 6173 966 95 28

Mobile: +972 52 511 4982

E-mail: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)

**Please note these important dates:**

SERVICE	DEADLINE
Door to door shipments	Please contact Hermes
Airfreight shipments Arrival to Cape Town International Airport (CPT) Freight should be paid up to arrival Cape Town airport	Feb 13, 2017
Exhibition goods - Direct deliveries to Congress venue	Feb 24, 2017
Dismantling/Breakdown	March 4, 2017

### Shipment Categories

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use contact Hermes directly for shipping labels. Please do not mix different types of shipments in one box.

### Categories:

- (1) Insert-for participant bags
- (2) Marketing/promotion material-for unmanned display
- (3) Exhibition goods-for exhibition stand only

The handling of your shipment will be charged as per **dedicated rate offer** based on the cargo information.  
All shipments must be pre-advised.

## Airfreight Shipments

### IMPORTANT!!!

Please get in contact with us for shipments related to customs clearance. We will send you all necessary documentations (invoices, packing lists etc). Consignee and airport of arrival.

Please do not send shipments without confirmation from our side.

Please do not send any restricted products, please get in contact with us to proof if any of your goods are subject to further documentation.

## Wood packing regulations

All import/export wood packing material must carry an ISPM 15 MARK (International Standard of Phytosanitary Measures)

Wood packing material used in supporting, protecting, or carrying a commodity, includes inter-alias, cases, crating, dunnage, wooden drums, load boards, packing blocks, pallets, pallet collars, and skids, excluding plywood, particle board, orientated strand board and veneer, sawdust.

For more information, kindly log onto – [www.nda.agric.za](http://www.nda.agric.za) or [www.ippc.int](http://www.ippc.int)

## Courier Shipments

Hermes accepts **NO** liability or responsibility for shipments sent by courier. We are involved in, or influence on customs clearance, unless we receive copy documents and our charges are accepted, prior to the shipment arriving.

## Insurance

**It has become law in South Africa, that no Shipping Company may offer insurance unless they are registered with the FSP.**

Please note that it is the responsibility of each exhibitor to cover their consignments with a fully comprehensive all risks Marine Insurance Policy from the time of despatch up to and including the return of exhibits to country of origin, or other destinations (inclusive of the whole period whilst in South Africa).

**NOTE:** Whilst every care is taken to ensure the safe transit of your exhibits, unfortunately we cannot accept liability for 3<sup>RD</sup> party claims.



#### **Basic Conditions of Contract & rate offer**

All services will be billed according to **a dedicated rate offer**

Based on the following:

Air shipment, local customs cleared goods, weight, number of pieces, dimension, value final temporary importation)

All work undertaken is subject to the local Forwarders terms and conditions.

#### **Terms of payment**

No unauthorized Credit will be accepted. Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event and before return shipping of their exhibits.