



The 18th World Congress on **CONTROVERSIES IN NEUROLOGY** March 21-23, 2024 | London, UK

Dear Exhibitor,

Preparations for the CONY congress are well underway and below we have outlined the important information and deadlines in relation to your exhibition booth.

We would appreciate if you could pass this information on to all the relevant parties. Please pay careful attention to the deadlines. If we have not received all relevant information by these dates, this may affect your booth.

Please click on the following links or view the full text below:

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Exhibitor Badges

Every individual at the congress and in the exhibition area must have a badge. Your exhibition booth package includes 2-exhibitor badges unless agreed otherwise.

Additional exhibitor registrations available for € 300 per badge.

Your Exhibition Booth

Please note that your exhibition booth booking is for the rental space which comes with a standard table + 2 standard chairs + 1 electric socket.

If you have any special requirements please contact **Yossi Malka**: yossim@comtecint.com

Construction and preparation of the exhibition stand, including furniture, special electricity needs, carpet etc. can be booked via the order form in the exhibition manual.

You have the choice to design your own stand, or to rent a shell scheme stand package via the exhibition manual order form. Deadline for ordering shell scheme exhibition stand packages, furniture, graphics and carpets is: **March 10th 2024 (after this date a surcharge is applicable)**

The exhibition manual will be available shortly and will be sent to you.



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Booth Plan Approval

If you opt to construct your own exhibition booth, please inform us and send a copy of your booth plan for approval to **Yossi Malka: yossim@comtecint.com**

This only applies for customized individual stands and not for regular shell scheme stands that are ordered via the exhibition manual form.

Please ensure that the plan includes all dimensions (length, width, height) and indicate whether the booth will have a raised floor (height and material).

****Maximum building height is 2.5m***

If Comtec has not received any plan for your exhibition stand and you have not received approval prior to the exhibition, you will not be allowed to construct your stand.

Booth Setup and Dismantling

Contact Information for Setup

Kindly send the following details to **Yossi Malka: yossim@comtecint.com**

- Name of your construction company.
- Contact person who will be representing your company in the booth installation. We require their name for security reasons on-site as the venue may have to issue a constructor badge.
- Date and times your company representative is expected to arrive to the site.
- Estimated time your company needs for booth set up.
- Electricity: if you are constructing your own booth, please make sure to order electricity from the exhibition supplier as per the exhibition manual

Setup

Setup may begin on **Wednesday March 20th 2024 at 08:00 until 19:00 CET**

Setup must be completed on time. Should you require additional time please advise **Yossi Malka: yossim@comtecint.com**

Dismantling

Dismantling may begin on **Saturday March 23rd 2024 at 16:45 CET.**



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Shipping Information

Please keep in mind that it will be possible to send **small packages (brochures, etc.)** directly to the hotel about 7 days before the date of the conference.

The packages will be stored in the hotel's security department until your arrival.

This must be coordinated in advance with the contact person at the hotel:

Emily Cross - emily.cross@accor.com Tel : +44 (0) 208 237 7755

The entire logistics and delivery coordination will be managed by Merkur. Merkur is responsible for the allocation of delivery time slots during the setup and dismantling period.

Please contact Mrs Irit Sofer for further information regarding shipping and handling costs and logistics and also for the allocation of delivery time slots during setup and dismantling period:

Email: irit.sofer@merkur-expo.com

Mobile +972-52-8890129

Please note that handling fees apply.

Please [click here](#) for the Merkur shipping instructions

To download the shipping labels:

[Click here for delivery](#)

[Click here for collection](#)

Please ensure that your package is clearly labelled, indicating the contents and value in order to clear customs.

International Shipping

Please note that if you will be shipping from outside of EEC it is important to allow sufficient time for your package to clear customs. It is not the responsibility of Comtec to arrange for the release of the package from customs. Therefore you must ensure that your company representative will be available during the customs clearance process to liaise with a customs officer should there be any problems or delays. Comtec and Merkur will not be able to clear any shipment from customs without your assistance.

If you are registered with an EORI number for import/exports in the EU, please provide this to us.

General Information

Invoice for the Exhibition Space

We kindly ask you to settle all open invoices prior to the start of setup of your exhibition booth - otherwise setup will not be permitted.

Venue

The Congress will take place at:

Hotel Novotel London West

Hammersmith International Centre 1

Shortlands, London, W6 8DR

Tel: +44 20 7660 0680



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Exhibition Opening Hours

All coffee and lunch breaks will take place in the exhibition area as follows:

Thursday, March 21, 2024

10:50 - 11:20 Coffee and refreshment break, exhibition and ePosters visit

14:00 - 14:50 Lunch, exhibition and ePosters visit

16:30 - 16:50 Coffee and refreshment break, exhibition and ePosters visit

18:30 - 19:30 Networking reception in exhibition area

Friday, March 22, 2024

11:00 - 11:30 Coffee and refreshment break, exhibition and ePosters visit

13:30 - 14:30 Lunch, exhibition and ePosters visit

16:30 - 16:50 Coffee and refreshment break, exhibition and ePosters visit

Saturday, March 23, 2024

11:00 - 11:30 Coffee and refreshment break, exhibition and ePosters visit

13:30 - 14:30 Lunch, exhibition and ePosters visit

16:10 - 16:30 Coffee and refreshment break, exhibition and ePosters visit

Please note that Comtec reserves the right to move the location of the exhibition should it be deemed necessary for the benefit of the Congress and meeting participants.

Security

General security will be provided for the general spaces in the exhibition area over night after the exhibition opening hours. Exhibitors are responsible for the safety of their personnel, booth displays and all other materials AT ALL TIMES. Comtec will not be held responsible for bodily injury, theft or damage to Exhibitor's personal property, products or exhibit. All companies are to adhere to security measures and procedures. Arrangements for additional security for booths can be organized for an additional cost.

Cleaning Services

Cleaning services of the general areas will be provided at the end of each day of the exhibition. Individual cleaning services for booths can be ordered upon request at an additional cost.

Exhibition Floor Plan

The floor plan is updated constantly on the official Congress website: [Floor plan](#)

Please feel free to contact us in case of any queries.

We look forward to welcoming you in **London!**

Kind Regards

Yael Ziv- Industry Liaison Manager

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ziv.yael@gmail.com