

2023 CGA-IGC Annual Meeting

The Collaborative Group of the Americas
on Inherited Gastrointestinal Cancer

October 26-28, 2023



EXHIBITORS'
TECHNICAL MANUAL

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INTRODUCTION

Dear Exhibitors of CGA-IGC 2023 ,

This Exhibitors Technical Manual is designed to assist you in preparing for a successful event and contains important information for the smooth flow of the exhibition.

The Exhibition will be held in conjunction with the CGA-IGC 2023, which will be held in Las Vegas, NV, between October 26-28, 2023. The Exhibition floorplan has been designed to maximize the Exhibitors' exposure to the delegates.

Please forward this manual to everyone who is working on this project, including your stand builder (if any), considering the content that is related to their duties for this exhibition.

Please do not hesitate to contact us for further information or assistance.

We are looking forward to welcoming you to Las Vegas and wish you a successful Meeting and Exhibition.

Kind Regards,

CGA-IGC 2023 Organizing Secretariat

Kenes Group, M+ Office

Mr. Daghan Sivaci

Industry Liaison & Sales Associate

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MEETING & CONTACT DETAILS

MEETING WEBSITE

<https://www.cgaigcmeeting.org>

MEETING DATES & DESTINATION

26-28 October 2023 / Las Vegas, US

VENUE

Westgate Las Vegas Resort & Casino
3000 Paradise Road, Las Vegas, NV 89109

MEETING ORGANIZING SECRETARIAT, PCO

Kenes Group, M+ Office



Project Manager

Ms. Lara Volkan
E: lvolkan@kenes.com

Sponsorship & Exhibition

Mr. Daghan Sivaci
E: dsivaci@kenes.com

Scientific Program Coordinator

Ms. Cagla Avcioglu
E: mrodic@kenes.com

Registration & Accommodation

Ms. Neyir Utugen
E: nutugen@kenes.com



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EXHIBITION DETAILS

EXHIBITION TIMETABLE

Setup: October 25, 2023, Wednesday / 11.00 AM – 04.00 PM

Exhibition October 26, 2023, Thursday / 07.00 AM – 07:00 PM

Dates & October 27, 2023, Friday / 07.00 AM – 07:00 PM

Hours: October 28, 2023, Saturday / 07.00 AM – 04:00 PM

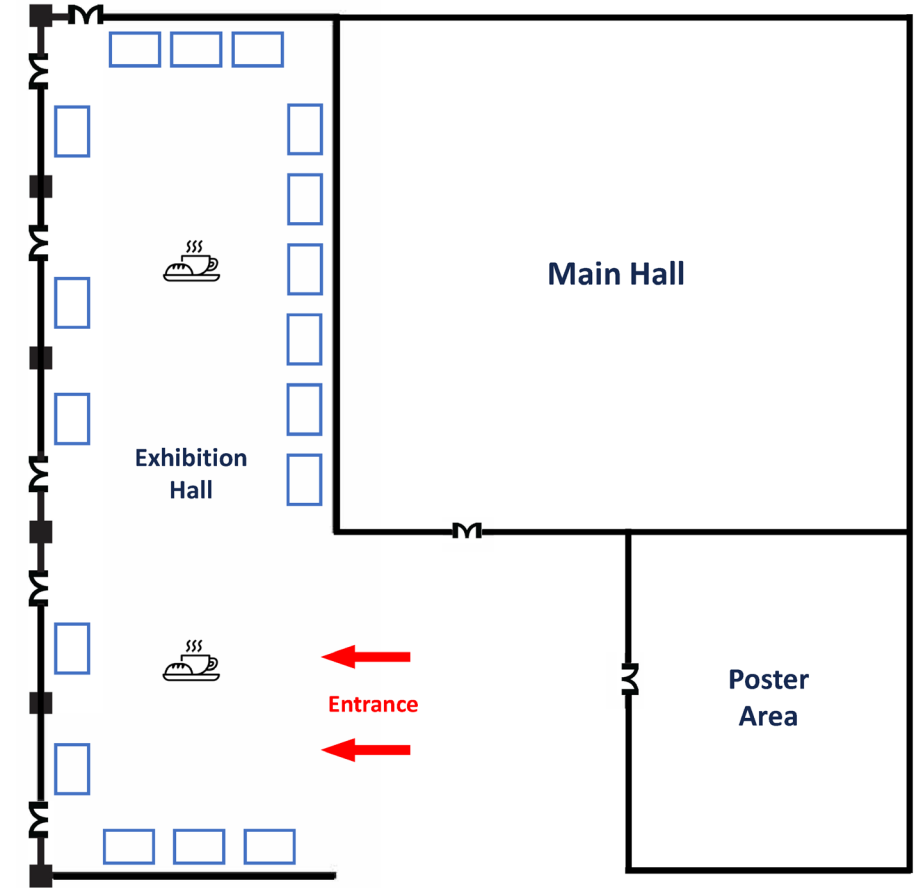
Dismantling: October 28, 2023, Saturday / 04:00 PM – 06:00 PM

** Hours are subject to change*

EXHIBITION FLOORPLAN

On the right side, you can find the floor plan where CGA-IGC 2023 will occur. Please note that the exhibition will take place at **Pavillion 1&6**.

[The current exhibition floorplan can be reached by clicking HERE.](#)



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EXHIBITION DETAILS

- All exhibitors should to at their booth 30 minutes before the official opening hour.
- Empty crates and packaging material must be removed/stored after setup and all aisles must be clear of exhibits and packaging materials to allow for cleaning, no later than 04:00 PM on October 25, 2023 Wednesday.
- **Any equipment, display aid or other material left behind on October 28, 2023, Saturday after 06:00 PM will be considered discarded and abandoned.**
- It is the exhibitors' responsibility to dispose of all materials after dismantling. Any charges incurred for waste removal will be reflected the exhibitor.
- **The exhibitor assumes all responsibility for the information provided to them in this manual and assumes the risk for the use of third-party service providers listed in this document.**
- Please note that any additional exhibition orders such as catering, additional electricity, furniture, decoration, and/or AV must be sent to the Meeting Organizing Secretariat (Mr. Daghan Sivaci / dsivaci@kenes.com)

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EXPEDITIONS, DELIVERIES & RETURNS

- The clients and exhibitors have the possibility to have their materials delivered in two weeks before the event. **FedEx** is the official delivery service provider of CGA-IGC 2023 and you can use the [Westgate Shipping Instructions](#) where you can also see the price details, for your deliveries. **Westgate Las Vegas Resort & Casino is only the delivery address.** [\(Please click HERE to download the Westgate Shipping Instructions\)](#)
- Please be informed that CGA-IGC 2023 Mailing Label should be used for each deliveries and **it is the exhibitors' responsibility to take care of the shipping costs.** [\(Please click HERE to download the Mailing Label\)](#)



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Please be informed that our office work for the CGA-IGC 2023 will be finished as of
October 20, 2023, at 05:00 PM (GMT +03:00).

Looking forward to welcoming you to Las Vegas between 26-28 October 2023 !