



# 2024 World Conference on Lung Cancer

SEPTEMBER 7-10, 2024 | SAN DIEGO, CA USA

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# WCLC 2024 EXHIBITOR MANUAL

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<b>1. Event Summary</b>	<b>3</b>
A. Date	3
B. Purpose	3
C. Host	3
D. SDCC Donation Program	3
<b>2. Deadlines</b>	<b>4</b>
<b>3. Contact Information &amp; Order Forms</b>	<b>5</b>
<b>4. General Information</b>	<b>7</b>
A. Exhibition Schedule	7
B. Exhibit Staff Registration & Badges	7
C. Accommodation	8
D. Exhibit Space Setup	8
a. Standard Exhibit Space Package	8
b. Tabletop Display	9
c. Custom Booth Design	9
E. Shipping & Customs	10
a. Shipping with Freight Forwarder	10
b. Use of the Loading Dock for trucks	10
c. Delivery by Car or Hand	10
F. Exhibition Hall Rules & Regulations	10
a. Non-Smoking Venue	10
b. Move-in Times & Access	10
c. Safety	11
d. Construction Limitations	11
e. Booth Height	12
f. Rigging	12
g. Carpet & Flooring	12
h. Booth Electricity & Lighting	13
i. Security	13
j. Catering	13
k. Cleaning	13
l. Move-out and Removal	13
m. Parking	14
n. Booth Photography	14
o. Lead Retrieval	14
<b>5. Floorplan</b>	<b>15</b>
<b>6. Exhibitor Forms &amp; Documents</b>	<b>15</b>
A. Liability Insurance	15
B. Announcements/Messages	15
C. Advertisements, Sales Activities and Presentations	15
D. Giveaways	16

## 1. Event Summary

### A. Date

Date: September 7 – 10, 2024  
Location: San Diego, California USA  
Venue: San Diego Convention Center (SDCC)  
111 West Harbor Drive, San Diego, CA 92101  
Room: Exhibit Hall FG, Ground Level  
Website: <https://wclc2024.iaslc.org>

### B. Purpose

Over the last four decades we have seen extraordinary progress in the field of lung cancer diagnosis and treatment and WCLC has played an integral part in facilitating that progress by providing a platform for sharing cutting-edge research, creating space for new collaborations and partnerships, connecting established researchers with young investigators and serving as a foundational meeting for health care professionals, patients, and advocates dedicating their lives to conquering thoracic cancers worldwide. We are proud to say that WCLC has become the premier platform not only for the presentation of new science, but also for unique networking opportunities. In ground-breaking plenaries, interactive breakfast sessions, informative educational sessions and engaging hands-on workshops, we will cover the latest advances in biology, prevention, screening, staging and treatment, providing you with an exceptional educational experience.

### C. Host

The International Association for the Study of Lung Cancer (IASLC) is the only global network dedicated to the study and eradication of lung cancer and other thoracic malignancies. Since its founding in 1974, the association's membership has grown to more than 8,000 lung and thoracic cancer specialists from all disciplines and more than 100 countries.

By hosting global conferences, funding cutting-edge research, and educating the health care community and the public about thoracic cancers, the IASLC works to alleviate the burden lung cancer places on patients, families, and communities.

### THE IASLC'S VISION

Conquering Lung and Other Thoracic Cancers Worldwide in the 21st Century.

### D. SDCC Donation Program

The San Diego Convention Center believes in making a difference in our local community. Our clients and exhibitors have the opportunity to donate usable convention materials to local non-profit organizations. [CLICK HERE](#) to get more information or get started by contacting us at 619.977.0009 or [boothcleaning@visitsandiego.com](mailto:boothcleaning@visitsandiego.com).

## 2. Deadlines

Check	Mandatory	Return to	Due Date
<input type="checkbox"/>	<a href="#">Standard Shell Scheme Package Request</a>	<a href="#">Exhibit Manager</a>	June 14, 2024
<input type="checkbox"/>	<a href="#">Custom Booth Design plan for approval</a>	<a href="#">Exhibit Manager</a>	June 14, 2024
<input type="checkbox"/>	<a href="#">Logo, Company Bio</a>	<a href="#">Exhibit Manager</a>	June 14, 2024
<input type="checkbox"/>	<a href="#">Exhibit Staff Registration</a>		June 28, 2024
<input type="checkbox"/>	<a href="#">Certificate of Insurance</a>	<a href="#">Exhibit Manager</a>	July 12, 2024

Check	Vendor Orders and Forms	Return to	Due Date
<input type="checkbox"/>	<a href="#">Accommodation</a>	<a href="#">Housing Manager</a>  Groups of 10 or more: <a href="#">Group Housing Manager</a>	June 28, 2024
<input type="checkbox"/>	<a href="#">Booth Entertainment Request Form</a>	<a href="#">Exhibit Manager</a>	July 12, 2024
<input type="checkbox"/>	<a href="#">Giveaway Request Form</a>	<a href="#">Exhibit Manager</a>	July 12, 2024
<input type="checkbox"/>	<a href="#">Stand Attendance / Host Service Order</a>	<a href="#">Exhibit Manager</a>	July 12, 2024
<input type="checkbox"/>	<a href="#">Lead Retrieval Devices Order</a>	<a href="#">Capture Technologies</a>	July 12, 2024
<input type="checkbox"/>	<a href="#">Booth Photography Order</a>	<a href="#">Jon Benjamin Photography</a>	July 12, 2024
<input type="checkbox"/>	<a href="#">Deadline to order International Shipping</a>	<a href="#">DSV</a>	August 9, 2024
<input type="checkbox"/>	<a href="#">Submit Exhibitor Appointed Contractor (EAC) Form</a>	<a href="#">Shepard Exposition Services</a>	August 9, 2024
<input type="checkbox"/>	<a href="#">Carpet and Flooring Order</a>	<a href="#">Shepard Exposition Services</a>	August 9, 2024
<input type="checkbox"/>	<a href="#">Custom Show Service Orders</a>	<a href="#">Shepard Exposition Services</a>	August 9, 2024
<input type="checkbox"/>	<a href="#">Standard Show Service Orders and Material Handling</a>	<a href="#">Shepard Exposition Services</a>	August 16, 2024
<input type="checkbox"/>	<a href="#">Overhead Rigging Labor and Equipment</a>	<a href="#">Shepard Exposition Services</a>	August 16, 2024
<input type="checkbox"/>	<a href="#">Early Move-In Request Form</a>	<a href="#">Shepard Exposition Services</a>	August 16, 2024
<input type="checkbox"/>	<a href="#">Stand Builder List</a>	<a href="#">Exhibit Manager</a>	August 16, 2024
<input type="checkbox"/>	<a href="#">Exhibitor Booth Catering</a>	<a href="#">SDCC</a>	August 16, 2024
<input type="checkbox"/>	<a href="#">Booth Cleaning</a>	<a href="#">SDCC</a>	August 16, 2024
<input type="checkbox"/>	<a href="#">Internet &amp; Telecommunication</a>	<a href="#">Smart City Networks</a>	August 16, 2024
<input type="checkbox"/>	<a href="#">Booth Electricity &amp; Lighting Orders</a>	<a href="#">Edlen The Power People</a>	August 16, 2024
<input type="checkbox"/>	<a href="#">Floral Orders</a>	<a href="#">TLC Convention Plant Services</a>	August 16, 2024
<input type="checkbox"/>	<a href="#">AV Services &amp; Equipment Order</a>	<a href="#">Projection</a>	August 16, 2024
<input type="checkbox"/>	<a href="#">Booth Security Order</a>	<a href="#">Coming Soon</a>	August 16, 2024
<input type="checkbox"/>	<a href="#">Advance Warehouse open for deliveries without surcharge</a>	<a href="#">Shepard Logistics Services</a>	August 16 – 29, 2024
<input type="checkbox"/>	<a href="#">Last day for Warehouse deliveries</a>	<a href="#">Shepard Logistics Services</a>	September 3, 2024

## 3. Contact Information & Order Forms

<p><b>Show Management</b></p>	<p><b>WCLC 2024 Conference Secretariat</b></p> <p><b>Exhibit Manager</b> Franny Glaser: <a href="mailto:wclc2024-exhibits@icsevents.com">wclc2024-exhibits@icsevents.com</a></p> <ul style="list-style-type: none"> <li>• Standard Shell Scheme Package Request Form: <a href="#">Click Here</a></li> <li>• Certificate of Insurance Template: <a href="#">Click Here</a></li> <li>• Booth Entertainment Request Form: <a href="#">Click Here</a></li> <li>• Giveaway Request Form: <a href="#">Click Here</a></li> <li>• Stand Attendance / Host Service Order Form: <a href="#">Click Here</a></li> </ul> <p><b>Registration Manager</b> Pamela Castro: <a href="mailto:wclc2024-registration@icsevents.com">wclc2024-registration@icsevents.com</a></p> <p><b>Housing Manager</b> Alissa Keogh: <a href="mailto:wclc2024-housing@icsevents.com">wclc2024-housing@icsevents.com</a></p> <p><b>Group Housing Manager</b> Francoise Guilluy: <a href="mailto:wclc2024-groups@icsevents.com">wclc2024-groups@icsevents.com</a></p>
<p><b>General Show Services</b></p>	<p><b>Shepard Exposition Services</b></p> <p>Exhibitor Contact: 1-866-366-7428 <a href="mailto:orders@shepardes.com">orders@shepardes.com</a> <a href="mailto:targets@shepardes.com">targets@shepardes.com</a></p> <ul style="list-style-type: none"> <li>• Shepard Show Service Manual: <a href="#">Click Here</a></li> <li>• Show Service Order Link: <a href="#">Click Here</a></li> <li>• Early Move-In Request Form: <a href="#">Click Here</a></li> <li>• EAC (Exhibitor Appointed Contractor) Form: <a href="#">Click Here</a></li> <li>• Carpet Order Form: <a href="#">Click Here</a></li> <li>• Rigging Order Form: <a href="#">Click Here</a></li> </ul>
<p><b>International Freight Forwarder and Customs Broker</b></p>	<p><b>DSV Fairs &amp; Events</b></p> <p>Kelly O’Neill-Exley: 1-786-577-6750   <a href="mailto:kelly.oneill@dsv.com">kelly.oneill@dsv.com</a></p> <ul style="list-style-type: none"> <li>• International Shipping Guidelines: <a href="#">Click Here</a></li> </ul>
<p><b>Audio Visual Services</b></p>	<p><b>Projection</b> 301-459-9011   <a href="mailto:exhibits@projection.com">exhibits@projection.com</a></p> <ul style="list-style-type: none"> <li>• AV Services &amp; Equipment: <a href="#">Click Here</a></li> </ul> <p>* Orders placed after August 16 are subject to a surcharge and equipment based on availability</p>

<p><b>Booth Catering</b></p>	<p><b>Sodexo Live! San Diego Convention Centre</b> Jan Souza: 1-619-525-5831   <a href="mailto:jan.souza@visitsandiego.com">jan.souza@visitsandiego.com</a></p> <ul style="list-style-type: none"> <li>Exhibit Booth Catering Order Form: <a href="#">Click Here</a></li> </ul>
<p><b>Booth Security</b></p>	<p>Booth Security Contact Information, Email Address and Order Form will be confirmed by end of April 2024</p>
<p><b>Booth Cleaning</b></p>	<p><b>San Diego Convention Centre</b> San Diego Convention Centre Exhibit Services Team: 1-619-977-0009 <a href="mailto:boothcleaning@visitsandiego.com">boothcleaning@visitsandiego.com</a></p> <ul style="list-style-type: none"> <li>Booth Cleaning Order Form: <a href="#">Click Here</a></li> </ul>
<p><b>Internet and Telecommunication</b></p>	<p><b>Smart City Networks</b> 1-888 446 6911   <a href="mailto:orders@smartcitynetworks.com">orders@smartcitynetworks.com</a></p> <ul style="list-style-type: none"> <li>Exhibitor Internet Order Form: <a href="#">Click Here</a></li> </ul>
<p><b>Booth Electricity</b></p>	<p><b>Edlen The Power People</b> <a href="mailto:sandiego@edlen.com">sandiego@edlen.com</a></p> <ul style="list-style-type: none"> <li>Electrical Order Form: <a href="#">Click Here</a></li> </ul>
<p><b>Floral Orders</b></p>	<p><b>TLC Convention Plant Services</b> 1-770-507-6777   <a href="mailto:plant@tlc-florist.com">plant@tlc-florist.com</a></p> <ul style="list-style-type: none"> <li>Floral Order Form: <a href="#">Click Here</a></li> </ul>
<p><b>Booth Photography</b></p>	<p><b>Jon Benjamin Photography</b> <a href="mailto:jon@jonbenjamin.ca">jon@jonbenjamin.ca</a></p> <ul style="list-style-type: none"> <li>Booth Photography Order Form: <a href="#">Click Here</a></li> </ul>
<p><b>Lead Retrieval</b></p>	<p><b>Capture Technologies</b> <a href="mailto:sales@ct.events">sales@ct.events</a></p> <ul style="list-style-type: none"> <li>Lead Retrieval Order Form: <a href="#">Click Here</a></li> </ul>

## 4. General Information

### A. Exhibition Schedule

	Date	Time
<b>Advanced Exhibitor Move-In<sup>1</sup> (By Appointment Only)</b>	Thursday, September 5, 2024 (Exhibits excess of 1,200 sqft)	12:00 – 20:00
	Friday, September 6, 2024 (Exhibits excess of 600 sqft)	07:00 – 15:00
<b>General Exhibitor Move-In</b>	Friday, September 6, 2024	15:00 – 20:00
	Saturday, September 7, 2024	07:00 – 12:00
<b>Final Adjustments Only<sup>2</sup></b>	Saturday, September 7, 2024	12:00 – 19:00
<b>Exhibitor Information Booth</b>	Friday, September 6, 2024	12:00 – 18:00
	Saturday, September 7, 2024	09:30 – 21:00
	Sunday, September 8, 2024	09:30 – 19:00
	Monday, September 9, 2024	09:30 – 19:00
	Tuesday, September 10, 2024	09:30 – 20:00
<b>Exhibition Show Hours<sup>3</sup></b>	Saturday, September 7, 2024	20:00 – 21:30
	Sunday, September 8, 2024	09:45 – 19:30
	Monday, September 9, 2024	09:45 – 20:00
	Tuesday, September 10, 2024	10:15 – 14:15
<b>Exhibitor Move-Out<sup>4</sup></b>	Tuesday, September 10, 2024	14:15 – 18:00 (carry-out only)
	Tuesday, September 10, 2024	18:00 – 20:00
	Wednesday, September 11, 2024	08:00 – 18:00

<sup>1</sup> If additional move-in time is required, please complete the [Early Move-In Request Form](#) and return it to Shepard Exposition Services no later than **August 16, 2024**.

<sup>2</sup> No further tools/paints may be used; forklift services are no longer available; aisles must be kept clear at all times. All booths must be show-ready by 19:00 on September 7.

<sup>3</sup> All exhibits are required to be staffed during the Welcome Reception and Exhibition Show Hours – no exceptions.

<sup>4</sup> On September 10, forklifts will not be permitted on the exhibit floor until 18:00. Heavy freight move-in will begin at 18:00 only.

### B. Exhibit Staff Registration & Badges

Each exhibiting organization receives two (2) complimentary exhibitor staff registrations for every exhibit space unit (= 100 sqft) purchased. Additional exhibitor staff registrations are available for 300 USD/registration, up to a maximum of four (4) additional registrations. Exhibit staff registrations grant access to the Exhibit Hall during exhibition hours only and the following privileges:

- Welcome Reception (Saturday, September 7, 20:00 – 21:30)
- Networking Lunch & Breaks

Please note that exhibitors' registrations do NOT grant access to the IASLC WCLC 2024 Scientific Sessions. An email with the registration information will be sent to each exhibitor by the end of May. Please refer to the email and the link to register. Exhibitors may collect their badges onsite at the Registration Desk.

## C. Accommodation

Accommodation can be booked at the time of registration. The IASLC WCLC 2024 Secretariat (International Conference Services Ltd.) serves as the official housing bureau for WCLC 2024 and assists with coordinating housing requirements for the Conference. . We have negotiated special room rates with hotels near the San Diego Convention Centre. Special rates and added complimentary amenities are only available to exhibitors who book through the official housing bureau.

Although the IASLC and the housing bureau will do their due diligence and negotiate the lowest possible group rates, we cannot predict future specials hosted by competing hotels. However, we urge all exhibitors to support the Conference and book through the official housing bureau. The success of the Conference and IASLC depends on you using the contracted hotels. The IASLC cannot meet the contracted room obligations if exhibitors book outside the official housing bureau. Rooms that are not filled because of that create an expense for the Conference in form of financial penalties (attrition charges) and place the financial success of the Conference at risk, which increases with each delegate, exhibitor and sponsor not booking through the official housing bureau.

If you have a group of 10 or more that you would like to register or book accommodation for, please contact us at [wclc2024-groups@icsevents.com](mailto:wclc2024-groups@icsevents.com).

Click [HERE](#) to download a PDF copy of the hotel map and rates.

**WARNING:** *We are aware that illegitimate companies are targeting our exhibitors, calling to 'offer' to set you up with accommodation. These companies are often fraudulent. Please note that they are not affiliated with us and that the only way to register and book accommodation will be through the Conference website, using the dedicated link sent to you.*

## D. Exhibit Space Setup

### a. Standard Exhibit Space Package

It is mandatory for all exhibitors to submit the [Standard Shell Scheme Package Request Form](#) by **June 14, 2024** to the Exhibit Manager. If no standard shell scheme package is required, mark accordingly and submit the form by the deadline.

Each standard exhibit space rental unit includes the following:

- Floor space as assigned.
- 10'(W) x 10' (L) x 8'(H) Shell Scheme Wall panels
- Fascia Board with company name and booth number
- 1 x Black Skirted Table (6'Lx 24"w x 30"h)



- 2 x Chairs
- 1 x Wastebasket



The standard exhibit space package does **NOT** include any of the following: **additional furniture, carpet, electricity, power points, lights, internet connection, labor, shipping, or any other services.** These items should be ordered through the forms provided in the [“Contact Information & Order Forms”](#) section of the manual.

#### b. Tabletop Display

Each tabletop display includes a panel with company name and one table, two chairs and a wastebasket. The following are **NOT** included: **back and side walls, additional furniture, carpet, electricity, power points, lights, internet connection, labor, shipping, or any other services.**

#### c. Custom Booth Design

All exhibitors with a custom-built space are required to get approval for their booth layouts/designs from the IASLC WCLC 2024 Secretariat in writing . **Your booth space classifies as customized if you are not utilizing the shell scheme walls included in the standard exhibition space package.**

**Custom exhibition space is rented to the exhibitor without any prefabricated wall installations, furniture, carpet, electricity, power points, lights, internet connection, labor, shipping, or any other technical supplies or facilities.** It is the responsibility of the exhibitor to take care of the setup , installation and dismantling of their booth. Electricity, rigging, cleaning, and other services can be ordered through the forms provided in the [“Contact Information & Order Forms”](#) section of the manual.

The layout, including measurements and building material specifications, needs to be submitted in detailed drawings to the WCLC 2024 Exhibit Manager by **June 14, 2024**. If exhibit plans are revised after approval has been sent, the revised plans need to be re-submitted for approval as soon as possible. Please allow enough time for exhibit construction approval.

If your appointed stand builder is **not** the official show service, please complete the [Exhibitor Appointed Contractor \(EAC\) Form](#) and return it to Shepard Exposition Services at [orders@shepardes.com](mailto:orders@shepardes.com) by **August 9, 2024**.

## E. Shipping & Customs

### a. Shipping with Freight Forwarder

To ensure all shipments arrive on time, the use of the official customs broker and Advance Warehouse is highly recommended. Reach out to Shepard Logistics Services at [logistics@shepardes.com](mailto:logistics@shepardes.com) for advance warehousing (download [Advanced Shipping Label](#)) and material handling. The Advance Warehouse is open for deliveries until September 3, 2024. Surcharges apply for deliveries before August 16, 2024 and after August 29, 2024.

DVS Fairs & Events is the international freight forwarder and customs broker for WCLC 2024. Please refer to the [international shipping instructions](#) for further details.

The WCLC 2024 Secretariat cannot be responsible for any delayed or lost shipments.

**The venue does not accept courier and direct deliveries, such as FedEx, UPS, etc on behalf of exhibitors. All shipments and courier deliveries need to be shipped via DSV Fairs & Events or Shepard Exposition Services, who will deliver the packages to your exhibit space.**

### b. Use of the Loading Dock for trucks

If you decide not to ship with the official freight forwarding provider and opt out of advanced materials handling, you may utilize the loading dock at the San Diego Convention Center by appointment only. Please contact Shepard Exposition Services well in advance to request your timeslot at the loading bay.

### c. Delivery by Car or Hand

We understand that some of the materials you may bring to the show may not require the use of the loading and staging area for your move-in. All hand-carried equipment, furniture, and exhibit materials can be transported through the main entrance by registered exhibitors. Please collect your badge to gain access to the exhibition hall on move-in day.

## F. Exhibition Hall Rules & Regulations

### a. Non-Smoking Venue

Smoking, including e-cigarettes, is always prohibited in the San Diego Convention Center. This applies to all other areas of the property, including outdoors.

### b. Move-in Times & Access

Move-in times must be adhered to and will be enforced. The exhibitor must complete exhibit construction within the given move-in timeframe, as specified in the [Exhibition Schedule](#) above. Any exhibitor who has not commenced exhibit construction/decoration one hour prior to event opening, is subject to removal by the WCLC 2024 Secretariat at its discretion. Moreover, the exhibitor is then liable to WCLC 2024 for the agreed exhibit rental fee and is not entitled to damage claims.

Exhibit spaces exceeding of 600 sqft are eligible to request early move-in. Please complete the [Early Move-In Request Form](#) and return to Shepard Exposition Services by **August 16, 2024**.

Please send the vehicle numbers and full name list of all staff of your appointed contractor stand workers who will need to have access to the exhibition hall on move-in and move-out days to the WCLC 2024 Exhibit Manager at [wclc2024-exhibits@icsevents.com](mailto:wclc2024-exhibits@icsevents.com) by **August 16, 2024**. Any changes thereafter must be resubmitted

### c. Safety

All materials used for decorating must be fire-resistant. The WCLC 2024 Secretariat, San Diego Convention Center and/or local authorities reserve the right to enforce an order of dismantling for booths and exhibits that have not been approved or do not comply with regulations. Frequent inspections will be conducted during the exhibition period. Please strictly adhere to the regulations for safety purposes. -Cartons, boxes, and crates may not be stored under tables, behind displays or in any part of the exhibit area. At the exhibitor's expense, empty crates, etc. will be picked up, stored, and returned to each exhibit space after the event.

No one under the age of 16 years may be allowed in the exhibit area during move-in/out. During move-in/out, exhibit halls and loading dock areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, all unsafe conditions or activities are to be promptly corrected.

### d. Construction Limitations

The exhibitor and their affiliates are liable for any damage they cause to the building, floors, walls, columns, and to standard exhibit equipment. Application of labels, tape, paint, lacquer, adhesives, or other coatings to building columns, floors, and walls or standard exhibit equipment is strictly prohibited. Any damages made by an exhibitor and/or their affiliates will require compensation for the cost of recovering any damaged facilities to their original state. Under no circumstances may the weight of any equipment or exhibit material exceed the maximum floor load weight of the exhibit hall, which is 17.5KN/sqm. The exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure, knowingly or otherwise, to distribute the load of their exhibit material to conform to maximum floor loading specifications. As per requirements by the venue owners, all exhibits with individual net weight of 1,000 kg and more must be forwarded to DSV Fairs & Events by latest **August 9, 2024** to obtain approval. Please refer to the [shipping instructions](#) for further details.

The arrangement of displayed items or structures must not disturb other booths or hinder the passage of visitors. Displayed items should not inconvenience visitors and should be kept at least 30cm away from the exhibit space line. Corridors leading to exit doors, as well as all entrance and exit doors should always be kept clear of obstructions. If exhibitors fail to conform to this rule, the secretariat office may demand that those items are relocated. This restriction is designed to provide equal opportunity to every exhibitor in terms of space and visibility.

Unfinished portions of pop-up displays must be covered. Exposed sides and back walls (pop-up framework, raw wood, cardboard wings) of all booths must be painted or appropriately covered in a neutral color (white or grey) if visible from another booth, without visible technical materials.

Custom exhibit equipment must be pre-manufactured outside the area beforehand. Only assembled equipment is allowed inside. Electrical tools such as compressors, welders, electrical saws, electrical grinders, and electrical

planes are not permitted for use inside the hall. Also, painting, aside from finishing, is not prohibited inside the hall as per fire prevention safety rule. Due to electricity lines under the floor, exhibitors must take care not to spill water or wash the floor with water. All exhibit equipment containing water should be carefully drained at the end of the exhibition, to ensure that no water is discharged onto the floor of the Exhibit Hall.

### e. Booth Height

All standard peninsula, corner and standard stands are separated from the neighboring stand by means of a separation wall. This separation wall is 8ft high, white on the outside, without visible technical material, and well finished on all sides. Custom exhibit spaces must adhere to the following height restrictions:

Maximum booth height restrictions are as follows:	
Booths under 400 sqft	8ft
Booths between 400 sqft and 600 sqft	12ft
Booths over 600 sqft (incl rigging structure)	20ft

### f. Rigging

Rigging and hanging at SDCC are permitted. All rigging and hanging from the hang points throughout the facility are subject to mandatory approval by show management and are expected to meet generally accepted industry standards. Only Shepard personnel are permitted in aerial lifts or to operate mechanical equipment, and only Shepard certified riggers can install and remove all hanging materials that will be flown overhead. No other provider or rigging service will be allowed on the show floor at any time.

Hanging signs and graphics should be set back 10ft from adjacent booths and be directly over contracted space only.

For overhead rigging of signs and other items please complete the [Rigging Order Form](#) and submit it to Shepard at [overheadrigging@shepardes.com](mailto:overheadrigging@shepardes.com).

All rigging installations must be done under the supervision of a rigging supervisor who is certified through the Entertainment Services Technology Association's (ESTA) Entertainment Technician Certification Program (ETCP). The Convention Center rigging policy can be provided upon request.

### g. Carpet & Flooring

Exhibit Hall FG at San Diego Convention Center is not carpeted. **It is mandatory that all exhibit booths install floor covering (carpet and/or hard flooring).** The IASLC WCLC 2024 Secretariat will carpet aisles between exhibit booths. Exhibitors cannot glue their floor cover to the floor.

All raised floor sections must be clearly distinguishable from areas of the surrounding floor space. Ramped edges should be of non-slip construction or coated with a non-slip finish. Thin decorative flooring such as carpet, vinyl, matting, wood, or the like, must have the edges taped down or firmly secured, and must not create a trip hazard.

The standard shell scheme package does not have carpet included. Carpet can be ordered via Shepard Exposition Services at [orders@shepardes.com](mailto:orders@shepardes.com) by **August 16 2024**. [Click Here](#) to view the available options.

#### **h. Booth Electricity & Lighting**

Edlen The Power People is the exclusive supplier of booth electricity and lighting for WCLC 2024. You can submit your order via the [Online Order Form](#) (see the “[Contact Information & Order Forms](#)” section). All exhibitors who are bringing their own lighting need to communicate this to Edlen for safety reasons to ensure enough booth power is ordered.

#### **i. Security**

Security will be provided during the set-up, show and dismantling period. The exhibition hall will be closed in the evenings, during which time no one will have access to the hall. Although security is provided, the ultimate responsibility for displayed exhibits and equipment lies with the individual exhibitor. Exhibitors must secure, at their own expense, appropriate liability/loss insurance at all times. Exhibitors will not be allowed to enter the Exhibit Hall during non-show hours without the consent of the Secretariat. The IASLC WCLC 2024 Secretariat and its affiliates will not be held responsible for the loss, theft, or damage to exhibitor supplies at any time.

Exhibitors should take necessary safety measures prior to using dangerous equipment or parts during the show, to prevent accidents. Each exhibitor is responsible for the maintenance and safety of their equipment.

First aid assistance is available throughout the move-in, move-out and live event hours. If you require first aid, please contact a member of staff.

#### **j. Catering**

The San Diego Convention Center is the exclusive caterer for WCLC 2024. No other food & beverage supplier or caterer will be allowed to supply or cater food & beverage in the Centre. You can view the Booth Catering Menu [HERE](#) (see the “[Contact Information & Order Forms](#)” section).

#### **k. Cleaning**

The IASLC WCLC 2024 Secretariat is responsible only for emptying baskets along the pathways and keeping the shared space clean. Exhibitors will be responsible for keeping their booths clean at all times. Daily Cleaning Service can be ordered through the San Diego Convention Centre via the [Booth Cleaning Order Form](#) (see the “[Contact Information & Order Forms](#)” section).

#### **l. Move-out and Removal**

Dismantling of exhibit construction and décor may only commence on the last day of the event after its conclusion. The IASLC WCLC 2024 Secretariat reserves the right to charge the exhibitor a contract penalty fee if this clause is violated. The exhibit space must be restored to its original condition not later than outlined in the Exhibition Schedule.

After the exhibition, when subcontractors remove the furniture, exhibitors should ensure that no belongings are left behind in the drawers and shelves. The IASLC WCLC 2024 Secretariat does not take responsibility for any damage and losses as a consequence. All participants must return the equipment and tools leased from IASLC WCLC 2024.

Empty crates may only be delivered to the booth after the aisle carpet has been removed.

## m. Parking

All clients, guests and visitors to the Centre may utilize the Public Car Parking facilities at San Diego Convention Center on a first-come, first-served basis at the published car parking rates and according to the official operating hours. The carpark at San Diego Convention Center can be accessed via the parking garage on Harbor Drive. There are no in-and-out privileges. Overnight and RV parking are not permitted.

Parking rates vary depending on event activity and payment is due upon entry. ACE Parking sets the rates.

**EV charging:** Ten electric vehicle (EV) charging stations are available in the garage. The stations are located on P1 in areas D1, D11, and E12. Please contact ACE Parking at 619.237.0399 with questions related to the parking garage. It is managed independently of the San Diego Convention Center.

## Downtown San Diego Parking

- On the corner of Harbor Dr. and Park Ave., there is a 2,000-space parking structure adjacent to the Hilton Bayfront.
- Off-site parking is available at numerous nearby parking lots and garages in downtown San Diego, and many are within walking distance of the center.
- Metered street parking is available in some areas. City of San Diego parking meters are enforced Monday through Saturday, from 8am until 6 pm, unless otherwise posted. Metered spots are free on Sunday and designated holidays. The Port of San Diego also has parking meters along the Embarcadero and surrounding areas. See information about [Port meters](#).

## n. Booth Photography

The official IASLC WCLC 2024 Photographer is available to provide high quality photographs of your exhibit booths, both with people and without. Approximately 15 +/- images will be delivered depending on the booth size, features etc.

Upon submission of the order form, the Photographer will contact you to set a time for the photography based on his availability. Usually this is before the delegates arrive on any given day. In some cases, he may be available in the evening after the exhibit hall closes.

Images will be sent electronically via WeTransfer approximately 2 weeks after the conference concludes.

Download the [Booth Photography Order Form](#) and submit your order before **July 12, 2024**. Please make sure to place your order early, for the photographer to complete his onsite schedule.

## o. Lead Retrieval

Lead retrieval at WCLC 2024 is mobile-app-based or lead retrieval devices can be rented. Exhibitors will need to have their own mobile phone or tablet with a data plan or access to Wi-Fi (limited Wi-Fi will be provided for delegates by the Conference, but exhibitors are expected to get their own Wi-Fi if needed not to overload the bandwidth). The mobile phone or tablet camera will be used to scan QR codes from delegate badges.

Please email [sales@ct.events](mailto:sales@ct.events) if you are interested in ordering this service and view the order form [HERE](#). Deadline to order is **July 12, 2024**.

## 5. Floorplan

The Floor Plan is a “working draft” and changes may be made up to one (1) week prior to the event. Every effort has been made to ensure the accuracy of all information contained on the Floor Plan. However, no warranties, either expressed or implied, are made with respect to the Floor Plan. It is the sole responsibility of the exhibitor to verify all dimensions and locations. This includes the location of building columns, utilities, or other architectural components of the facility.

“Freight-Free” aisles may be shown on the Floor Plan and will be strictly enforced due to logistic and safety reasons.

## 6. Exhibitor Forms & Documents

### A. Liability Insurance

IASLC WCLC 2024 does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to as their own insurer. IASLC WCLC 2024 requires all its exhibitors to provide proof that liability insurance with a minimum of **USD 2,500,000 for each accident or occurrence limit** of liability is in place for the duration of the event including Move-in & Move-out. **Third party liability insurance certificate is mandatory** and must be provided to the IASLC WCLC 2024 Secretariat no later than **July 12, 2024**. In case the exhibitor receives the invoice after **July 12, 2024** the exhibitor is required to provide the certificate of insurance as soon as possible but **prior to move-in**. Full coverage must be in effect for the event for which a contract exists.

Interest Insured: Commercial General Liability

- Inclusive Limit
- Covering Third Party Bodily Injury and Property Damage
- Including Non-Owned Automobile, if necessary
- Including Host Liquor Liability, if necessary
- Including Cross Liability Clause

Additional Insured to be named:

- International Conference Services Ltd. (ICS)
- International Association for the Study of Lung Cancer (IASLC)
- San Diego Convention Center

Insurance companies may submit their own form (must be in English) or use the [Certificate of Insurance template](#). Please email proof of insurance to the WCLC 2024 Exhibit Manager at [wclc2024-exhibits@icsevents.com](mailto:wclc2024-exhibits@icsevents.com) by **July 12, 2024**.

### B. Announcements/Messages

Announcements will not be permitted during the show.

### C. Advertisements, Sales Activities and Presentations

The exhibitor agrees to confine all products/ service demonstrations and other sales activities to the limits of the contracted exhibit space and within the maximum height set. Distribution of any material is likewise limited

to the confines of their exhibit space. Exceptions may be given by the IASLC WCLC 2024 Secretariat prior to show opening in writing.

The use of games of chance, lottery devices, musical instruments, and other sideshow practices is permitted only with written permission of the IASLC WCLC 2024 Secretariat. The use of amplifiers, musical performances, and any other sound generating-equipment - even for advertising purposes - requires advance written approval as well. Noisy demonstrations may be restricted or prohibited after permission if such demonstrations are considered a disruption of the general order of the event. Approval must be requested by filling out the [Booth Entertainment Request Form](#) returning it to the WCLC 2024 Exhibit Manager at [wclc2024-exhibits@icsevents.com](mailto:wclc2024-exhibits@icsevents.com) by **July 12, 2024**.

Flashlights and revolving light equipment are prohibited. Lights from one exhibit should not disturb or damage other booths. Exhibitors are not allowed to carry items, signboards, and brochures for recruitment purposes. The IASLC WCLC 2024 Secretariat reserves the right to restrict or remove exhibits and/or exhibitors, which in its sole judgment, because of noise, inappropriately attired personnel, or any other reason, are or become objectionable or which, in its sole judgment, may detract from the character of the Conference. Neither IASLC, ICS nor any employee, agent, officer, director, or representative thereof, shall have any liability, whether to any exhibitor or otherwise, because of such restriction or removal.

#### **D. Giveaways**

Giveaways should be educational in nature and must be pre-approved. Distribution of pre-approved educational material is limited to contracted exhibit space only.

Below serves as a guide:

- The following are permitted if they do not exceed 10 USD in value:
  - Food and beverage items, pens, notepads, rulers, sticky notes, CDs and /or USB Sticks loaded with educational content, books, journals, publications, plastic bags that are 12" x 17" or smaller and hand sanitizer.
- The following are examples of items that are NOT permitted:

Tote bags, golf/tennis balls, hats, t-shirts, music CDs, coupons for personal services such as massages, gift certificates, mugs, watches and prescription and non-prescription drugs, and stuffed toys.

It is recommended to await approval from the IASLC WCLC 2024 Secretariat prior to the production and shipment of any congress-related giveaways. Permission to hand out giveaways may be restricted or prohibited after permission if such a giveaway is considered a disruption of the general order of the event. Approval must be requested by filling out the [Giveaway Request Form](#) returning it to the WCLC 2024 Exhibit Manager at [wclc2024-exhibits@icsevents.com](mailto:wclc2024-exhibits@icsevents.com) by **July 12, 2024**.