UPDATE MESSAGE

Dear Exhibitor,

This update contains important logistical information concerning the Acute Cardiovascular Care 2014 Congress.

Therefore, please ensure this message and the Guidelines for Industry Participation are distributed to all your staff and agencies involved in this Congress.

All the stand service order forms are available on the following site:

www.escexhibition.org/ACC2014
Contents:

1. Access
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1. Access

Acute Cardiovascular Care 2014 will be held in the Centre international de Conférence de Genève (CICG), Geneva, Switzerland.

The exhibition is located on the ground floor of the CICG – in the Espace d’accueil.

For more details, see venue floor plan and loading access plan on:

www.escexhibition.org/ACC2014

Parking:
Always park your vehicle in the allotted space. Note that parking is not allowed in front of doors or on ramps. Information about truck and car parking is available on:

www.escexhibition.org/ACC2014
2. Build up and Break Down

Cars and forklifts cannot be driven into the exhibition hall. Always park your vehicle in the allotted space outside. Space is limited – as soon as you have unloaded, please move your vehicle away from the unloading area. **On arrival, drivers should report to uniformed staff from Fairexx, the official ESC logistics provider, to obtain a Working Pass.** This pass carries the name of the individual, company and booth number. It needs to be carried at all times during the build up/break down.

**Exhibition Build Up:**
- Friday 17 October 2014 07:00 – 24:00  
- Saturday 18 October 2014 07:00 – 11:00  
  11:00 – 12:00  
  Stand decoration only

**Exhibition build-up**

**Exhibition build-up**

**IMPORTANT:** All construction must be completed imperatively by **11:00 on Saturday 18 October** for cleaning of the aisles. Any packing cases still left in the aisles will be removed at the exhibitor’s expense. Stand packages ordered via Mathys S.A. will be ready for decoration **from Saturday 18 October**.

**Dismantling:**
- Monday 20 October 2014 13:00 – 14:30  
  14:30 – 24:00  
  Exhibition dismantling

**Exhibition Light breakdown (no vehicle access & pallet trucks in exhibition area, only packing on stands)**

**IMPORTANT:** No dismantling before **14:30 on Monday 20 October**. Exhibitors who have a shell scheme stand should remove all personal items from the stand by **Monday 20 October, 16:00**. All remaining material will be considered as rubbish.
Freight Free Aisles:

All stands are separated from other neighbouring exhibits by aisle(s). Demonstration areas may not be set on the aisle line of the exhibit; space must be left within the stand area to absorb the spectators.

Should the spectators interfere with the normal traffic flow in the aisle or overflow into neighbouring exhibits, the presentation must be limited or stopped immediately.

No objects, including signs or advertisements, may project into the visitor’s aisles.

The route marked in red needs to be kept free of all goods and refuse at all times to enable fast access and exit from all areas of the Hall. See plan attached for more details.
3. Security

The ESC undertakes the general surveillance service of the Building, both by day and at night.

Each Exhibitor is responsible for the security of their stand and exhibit. Exhibitors are recommended to pay close attention to the exhibits during the stand construction and dismantling periods. We strongly urge exhibitors to secure their stand against theft or damage. Valuable objects, which may easily be removed, should be locked away during the night or whenever the stand is left unattended. Particular attention should be paid to goods awaiting collection at the end of the Congress. The ESC accepts no responsibility for goods stolen from exhibits.

**Security services can be ordered via the CICG.**

The ESC may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of Acute Cardiovascular Care 2014, or who refuses to comply with the local safety rules.
4. Cleaning and Waste

Exhibitors are responsible for the cleaning of their own exhibit and the disposal of waste generated before and after the event.

**Exhibitors should manage (contract and pay for) their waste removal and stand cleaning through the official supplier.**

Find here the order form for the waste disposal: and for the stand cleaning: [http://www.escexhibition.org/ACC2014/default.aspx](http://www.escexhibition.org/ACC2014/default.aspx)

**Unattended rubbish left in aisles straight before the opening of the exhibition will be removed at the Exhibitor’s expenses.**
5. Delivery Address and Storage

Within the limits of the CICG fairground, Fairexx and its agents act with the authority of ESC on its behalf in matters concerning vehicle logistics & security, freight forwarding, freight lifting and storage of goods.

Fairexx arranges all storage and forwarding for the Acute Cardiovascular Care 2014.

More details on shipments and deadlines are available in the Fairexx Manual on: www.escexhibition.org/ACC2014

For any question, you can contact

Mr. Stefan Grunwaldt
Tel: +49 304 403 4713
Email: stefan.grunwaldt@fairexx.com
6. Stand Service Orders

If any question concerning electricity, internet, stand cleaning and request for staff on the stands (hostesses/security guards), please contact:

Centre International de Conférence de Genève (CICG)
Ms. Manon Mariller
Tel: +41 227 919 157
Email: m.mariller@cicg.ch

For information regarding extra order for stand equipment or personalised stand requests, requests for furniture, plants/flowers, carpet/flooring, fascia, A/V equipment on stands or order of stand packages, please contact:

Mathys S.A.
Ms. Tiphanie Candusso
Tel: +41 223 064 000
Email: t.candusso@mathys.pro

All orders should be made via the relevant order forms available on: www.escexhibition.org/ACC2014

Deadline:

15 September 2014 - Deadline for stand service orders*

* After this date CICG orders will incur 20% surcharge and 40% surcharge from 29 September. All Mathys S.A. orders received after 29 September will incur 30% surcharge and subject to availability
Catering:

Please note that it is forbidden to take food and/or drinks into the building or to keep them on the premises unless ordered through the official caterer.

Orders should be made via the **MIP Restaurants at CICG** order form available on: [www.escexhibition.org/ACC2014](http://www.escexhibition.org/ACC2014).

For **catering information**, please contact:

**MIP Restaurants at CICG**  
Ms. Fabienne Pizzera  
Tel: +41 227 919 465  
Email: info@miprestaurants.com

The deadline for ordering your stand catering and lunch boxes for satellite symposia is on **10 October 2014**.
7. Exhibition Opening Hours

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday 18 October</td>
<td>13:00 – 20:00</td>
<td>Exhibition OPEN</td>
</tr>
<tr>
<td></td>
<td>15:30 – 16:15</td>
<td>Coffee Break in Exhibition</td>
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<tr>
<td></td>
<td>18:00 – 19:30</td>
<td>Inaugural Session</td>
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<tr>
<td></td>
<td>19:30 – 20:15</td>
<td>Networking Reception in Exhibition</td>
</tr>
<tr>
<td>Sunday 19 October</td>
<td>09:00 – 18:00</td>
<td>Exhibition OPEN</td>
</tr>
<tr>
<td></td>
<td>10:00 – 11:00</td>
<td>Coffee Break in Exhibition</td>
</tr>
<tr>
<td></td>
<td>15:45 – 16:30</td>
<td>Coffee Break in Exhibition</td>
</tr>
<tr>
<td>Monday 20 October</td>
<td>09:00 – 13:00</td>
<td>Exhibition OPEN</td>
</tr>
<tr>
<td></td>
<td>10:00 – 11:00</td>
<td>Coffee Break in Exhibition</td>
</tr>
</tbody>
</table>

**IMPORTANT:** All exhibiting staff must wear an Official Acute Cardiovascular Care badge at all times within the venue.
8. Exhibitor Registration

Exhibitors are entitled to a certain number of free badges. The number of free badges for each Exhibitor will be determined according to the floor space allocated as shown below. Please note that company names other than those of listed exhibiting companies will not be produced or allowed.

<table>
<thead>
<tr>
<th>Stand size between</th>
<th>General Exhibitor Badges</th>
<th>Scientific Exhibitor Badges</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 and 49m²</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>50 and 99m²</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>100m²+</td>
<td>12</td>
<td>12</td>
</tr>
</tbody>
</table>

Exhibitor badges are reserved for staff working directly in the organisation and management of exhibits, industry sponsored sessions and sponsored activities.

General Exhibitor badges do not give access to Acute Cardiovascular Care 2014 Scientific Sessions.
Scientific Exhibitor Badges give access to the Scientific Sessions of Acute Cardiovascular Care 2014.

Neither badge entitles the holder to get a congress bag, a certificate of attendance and do not include a journal subscription.
Exhibitor Badge Orders:

Exhibitor Badges must be ordered before 26 September 2014 using the exhibitor badge order form available on: www.escexhibition.org/ACC2014

For more information contact the registration team: euroaccregistration@escardio.org

Additional Exhibitor Badges:

If the number of free Exhibitor badges is insufficient, only General Exhibitor Badges may be purchased at a price of €40.00 per badge, incl. VAT.

Working Passes:

In the interest of security, only those individuals directly responsible for the erection and dismantling of the stands will be permitted in the Exhibition area during stand construction and dismantling times. To this end, Working Passes will be given out at the lorry unloading area during stand construction and dismantling times by Fairexx. Registered Exhibitors may also gain entrance to the Exhibition hall during installation and dismantling times by showing their Exhibitor badge at the entrances.

Exhibitor Registration Opening Hours:

- Saturday 18 October 07:30 – 18:00
- Sunday 19 October 07:30 – 18:00
- Monday 20 October 07:30 – 14:00
9. Badge Readers

Recording a prospective customer’s information can be done by using one of the Acute Cardiovascular Care 2014 Badge Readers.

For more details, please consult the following web site:

www.escexhibition.org/ACC2014
10. Stand Design and Activity Approval

Stand Drawings and Designs:

- Stand drawings can be deemed approved for construction only once written approval has been secured from the ESC.
- Exhibits must be displayed on stands for the entire duration of the exhibition; display of products other than those listed in the application is not permitted.

Stand Activities & Items for distribution:

- Please ensure that you have declared to ESC your planned stand activity and items for distribution by sending your stand activity acknowledgment form before 19 September 2014.
- Distribution and/or display of printed material by industries and/or its agents is limited to the company’s exhibition space only or the “Information Tables”, which will be specifically set up for that purpose and marked as such.
- Please note that stand activities should adhere to the rules stated in the Guidelines for Industry Participation.
11. Important Reminders

**Access:**
The Congress is only accessible to certified healthcare professionals, associated press, industry representatives and other stakeholders in the science, management and prevention of cardiovascular disease.

**Payment:**
Please note that payment for stand rental must be made in full before the event.

**Smoking:**
Smoking is forbidden throughout the Building. Ashtrays and ash urns are prohibited in the exhibit area.

**Alcohol:**
Exhibiting Companies are not allowed to serve any alcoholic beverages from their stand.

**Insurance:**
All exhibitors must send a copy of their insurance certificate to the organisers (euroaccservices@escardio.org) at least 10 days before the opening of the congress (by 8 October 2014).

**Swiss Socket:**
Please ensure that you have European adaptor to connect your equipment to the Swiss electric socket. For those exhibitors who order shell scheme package through the official supplier, an electric adaptor is included in your stand package.

**Industry Debrief Meeting:**
A post congress meeting will be held on Monday 20 October, from 11:00 to 12:00 in Room 17, Level -1. This meeting will allow you to provide feedback on the event.
12. Future ESC Congresses

**EuroEcho-Imaging 2014**
3 – 6 December
Vienna, Austria

**Heart Failure 2015**
23 – 26 May
Seville, Spain

If you have any question about the Exhibition at Acute Cardiovascular Care 2014, please contact:

euroaccservices@escardio.org or +33 492 948 683.

We look forward to welcoming you to a successful event in Geneva!