

6 PRE-CONGRESS MAILING

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A special high standard A4 size envelope has been created exclusively to be mailed to approximately 25,000 addresses (ESC Congress 2008 active delegates + ESC Congress 2009 pre-registered delegates).

- Insert number 25 000
- Insert maximum size A4 (21 X 29.7 cm)
- Insert maximum weight 20g.
- 1 insert promotes 1 event (Satellite Symposium, Lunch Time Workshop, EBAC Accredited Educational Programme, Hands-On Tutorials or Exhibition details).
- 1 insert promoting 1 Session with reference to the booth will be considered as 1 insert.
- 1 insert promoting 2 Sessions will be considered as 2 promotional inserts.
- 1 insert promoting 1 Session and full Exhibition details will be considered as 2 promotional inserts.

6.1 Procedure

To have an insert placed in the ESC Congress 2009 pre-congress mailing envelope, the exhibiting company must send an application form dully filled in. The ESC will issue the invoice. The insert must be approved by ESC before printing and delivering. The ESC will provide the inserts delivering address to the company. The company must take care of the delivery.

Deadline for application: 30 June 2009

Contact the ESC Satellite or Sponsorship team at satellite@escardio.org / Sponsorship@escardio.org

Annex 14: Promotional Opportunities application form.

6.2 Cost

€ 11 000 per insert

Additional fee for overweight inserts (over 20g):

- Superior weight 40g: € 3 700
- Deluxe weight 60g: € 7 400

Points awarded: 4

6.3 Invoicing

Insert(s) are invoiced when the application form is received.

6.4 Cancellation fee

Once the invoice has been issued, cancellation will incur a 100% cancellation fee.

6.5 Shipping address

ACK Group

Mr. Andreas Klemens Kraus
Recinto Gran Fira de Barcelona
Avenida Juan Carlos I
No. 58-64
(Puerta 4 (en c/Botánica)
08908 Hospitalet de Llobregat (Barcelona)
Spain

VAT No. ESX 5970658 L

Please make sure that you delivery is showing the ACK Group TAX number (VAT No. ESX 5970658 L) as it is very important within Spain

Mobile phone for all occurring questions +34-637812009

6.6 Delivery periods

01 July to 03 July 2009

06 July to 10 July 2009

13 July to 15 July 2009

Opening time will be 08.00 am to 5.00 pm on these dates.

IMPORTANT

- Please respect the noted delivery periods.
- ESC will not and cannot guarantee inserts receipt if the above periods are not adhered to.
- Note that if by error the 25 000 inserts are delivered to ESC offices in France instead of the listed shipping address, any storing, shipping or handling fees will be charged.
- For delicate logistic matters inserts received after **15 July 2009** cannot be included in the Envelope (no exception will be permitted).

6.7 Insert approval

Inserts must received ESC approval before being printed and deliver.
Please refer to the ESC Congress 2009 Branding Guidelines for precise graphic.

[Annex 9: ESC Congress 2009 Branding guidelines.](#)

[Annex 10: Printed materials instructions.](#)

[Annex 13: EBAC Branding Guidelines.](#)

[Annex 15: ESC Congress 2009 Event Visual and EBAC Logo](#)