

ESC CONGRESS 2009 – Update

29 August – 2 September: Barcelona, Spain



Dear Exhibitor,

This Update contains important logistical information concerning the ESC Congress 2009 in Barcelona. Please ensure this message and the Industry Guidelines are distributed to all your staff and agencies involved in this Congress.

At any stage you can reach the exhibition team on:

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Anne Laure Leuba
Nour-Eddine M'Ghari
Phone: + 33 492 947 617
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We look forward to speaking with you in the coming weeks and working towards the best event in Cardiology in 2009!

Regards,
ESC Exhibition Team



Nikolaj Tomma



Anne-Laure Leuba



Nour-Eddine M'Ghari

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1. Access to the Venue and Parking

The ESC Congress 2009 will be held in the Fira Gran Via. Access for trucks is via Gate 1, Carrer de les Ciències. As usual vehicles entering the fairground will be required to pay a deposit of €100. This will be returned if the timeslot is respected.

See the Access plan on: <http://www.escehibition.org/Barcelona09/ESC%20Items/Loading%20Access%20Plan.pdf>

There are two dedicated exhibition areas namely Zone 3 (Commercial exhibition) and Zone 4 (Membership zone).

Parking

Long-term Parking for trucks will be in the Iglesias Pueblo Espanol Parking

Long-term Parking for mini vans/cars will be in Parking A directly opposite the Fira Gran Via

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2. Build up and Break Down

A strict timetable will be applied – See next page to see when you can build up.

Cars and lorries cannot be driven into the exhibition halls. 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 and needs to be carried at all times during the build up/break down. The traffic and deposit system will be managed by Fairexx on behalf of the ESC. Also note that power operated equipment such as forklifts can only be used by Fairexx.

IMPORTANT:

NO DISMANTLING BEFORE 13:00 WEDNESDAY 2 SEPTEMBER. IF VALUABLES ARE REMOVED ON TUESDAY EVENING, STANDS MUST BE PRESENTABLE & RETAIN VISUALS UNTIL DISMANTLING STARTS.

On Tuesday evening (1 September) preference is given to trucks delivering bulk packaging materials. We would therefore advise you book the delivery of your empties through Fairexx our Official Forwarder and lifter.

Please note the Exhibition is CLOSED on Wednesday morning.

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Build up:

Monday 24 August:

08:00 – 13:00 Build up for stands over 600m²
13:00 – 18:00 Build up for stands over 300m²
08:00 – 22:00 Hall access for construction

Tuesday 25 August:

08:00 – 13:00 Build up for stands over 150m²
13:00 – 18:00 Build up for stands over 100m²
08:00 – 22:00 Hall access for construction

Wednesday 26 August:

08:00 – 18:00 Build up for stands over 30m²
08:00 – 22:00 Hall access for construction

Thursday 27 August:

08:00 – 22:00 Build up for all stands

Friday 28 August:

08:00 – 18:00 Build up
18:00 – GOODS MUST BE CLEARED FROM AISLES TO ALLOW CARPETING
NO VEHICLE ACCESS AFTER 18:00
18:00-22:00 Decoration is still permitted

Saturday 29 August:

08:00 – 12:00 Stand decoration only [ALL STANDS NEED TO BE FINISHED BY 12:00]
08:00 – 16:00 Meetings may be held on stands

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Removal of Valuables and Break Down:

Tuesday 1 September:

18:00 – 24:00 REMOVAL OF VALUABLES ONLY. Delivery of empty package cases by Fairexx for the exhibitors that have ordered this service.

Vehicle access from 21:00 – 24:00. Priority given to trucks delivering bulk materials

Wednesday 2 September:

08:00 – 13:00 EXHIBITION CLOSED, No dismantling, no vehicle access to fairground

13:00 – 24:00 Dismantling, Full Vehicle Access

Thursday 3 September:

08:00 – 24:00 Dismantling, Full Vehicle Access

Friday 4 September:

08:00 – 13:00 Dismantling, Full Vehicle Access (FINAL DAY)

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3. Cleaning and Waste

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

To order stand cleaning and waste collection please use the form available on the link below:

<http://www.essexhibition.org/Barcelona09/Stand%20Services%20Download%20Area/Stand%20Cleaning.pdf>

LAVISAL - servicios de limpieza

Tel: +34 932 658 379

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4. Security

The Organisers provide General Surveillance only within the Exhibition area. It is therefore important that each exhibitor secures his/her stand against the risk of theft. The Organisers and the Fira Barcelona will accept no responsibility for loss or theft from stands.

Should you plan to order stand services (like for example plasma, video...), we suggest you add extra security staff on your stand using the link below:

<http://folcomuns.firabcn.es/A046009/esc.htm>

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5. Delivery Address and Storage

FAIREXX arrange all storage and forwarding for the ESC Congress 2009. Your shipments should arrive at Barcelona airport (BCN) no later than 6 working days before desired delivery to stand.

AIRFREIGHT:

Consignee Address:

**FAIREXX Logistics c/o RESA Int'l
C/Ciencias, Entrada No. 1
Recinto Ferial Gran Via
08909 – Hospitalet (Barcelona) / Spain**

Pre-advices: please send to us **at least two days before arrival in Barcelona**

by Telefax: +49 304 403 4779

Copy of Airwaybill (AWB) / Flight details

Copy of invoice / packing list

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ROADFREIGHT:

Groupage/Consolidated shipments

Should arrive at the Fairexx onsite warehouse - **NOT BEFORE August 17th 2009**

Latest arrival of goods 5 working days before desired delivery to booth to the address as follows :

Warehouse address (**from August 17th 2009 !!!**):

FAIREXX LOGISTICS

Carrer de l'Al-lumini - Gate/Entrada-No. 5

- Gran Via / Hall 8 -

08038 Barcelona / Spain

**Notify:
ESC 2009 / Exhibitors Name
Hall / Stand Number**

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Full/half Trailer Loads

Should arrive directly at Fairground Barcelona, in accordance with the official Build-Up Dates and Times.

Fairground Address:

FAIREXX LOGISTICS
Feria de Barcelona – (FIRA Barcelona)
Calle Ciencias / **Entrada/Gate 1**
Recinto Ferial Gran Via
E - 08909 L'Hospitalet (Barcelona)
Spain

Notify : ESC 2009 / Exhibitors Name
Hall / Stand Number

Pre-advices : for your Roadcargo Shipments please send to Fairexx in advance
by Telefax: +49 304 403 4779

- * Trucking details (Truck no., haulier, ETA)
- * Copy of invoice / packing list

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SEA CARGO:

Your shipments should arrive at Barcelona-harbour no later than 6 working days before desired delivery to booth

Consignee Address:

**FAIREXX Logistics c/o RESA Int'l
C/Ciencias, Entrada No. 1
Recinto Ferial Gran Via
08909 – Hospitalet (Barcelona) / Spain**

Notify : ESC 2009 / Exhibitors Name

Hall / Stand Number

Please send your shipments prepaid, on own EXPRESS-B/L, consigned to above mentioned address. 3 original Invoices should be attached to the AWB.

Pre-advices: please send to Fairexx at least two days before departure by Telefax (+49 304 403 4779) or by e-mail

Copy of B/L / invoice / packing list / shipping-details

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For more information about **Delivery Address and Storage**, download the FAIREXX Manual from:

<http://www.essexhibition.org/Barcelona09/Stand%20Services%20Download%20Area/Fairexx%20Manual.pdf>

Fairexx Contacts:

Stefan Grunwaldt for booth-No's A... to E... (+ SOCIETY-booths !)

Tel: +49 173 212 9410 Email: Stefan.Grunwaldt@fairexx.com

Sandra Günther for booth-No's F... to J... (+ SATELLITE-shipments)

Tel: +49 173 609 2583 – Email: Sandra.Guenther@fairexx.com

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6. Stand Service Orders

If you should still require any additional stand services, we suggest you consult the online catalogue available on: <http://folcomuns.firabcn.es/A046009/esc.htm> and order before the deadline.

For more information, please contact:

FIRA BARCELONA - SERVIFIRA

Kristell Hamon

Phone: +34 932 332 000

Email: khamon@firabcn.es

Stand Service Deadline: 10 August 2009

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7. Catering

Please note that it is not allowed to take food and/or drinks into the building or to keep them on the premises unless ordered through **GastroFira**:

Ms. Inma Sáez / Ms. Lali González

Email: isaez.gastrofira@firabcn.es

Phone: +34 93 233 2771 Fax: +34 93 233 2479

Deadline for orders is **21 August** and we would suggest you fill in the order form available on the following link:
<http://www.escehibition.org/Barcelona09/Stand%20Services%20Download%20Area/Catering.pdf>

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8. Exhibition Opening Hours

Saturday 29 August 16:30 – 17:30 Official Opening Ceremony (Room Barcelona Zone 2)
17:00 – 20:00 Exhibition **OPEN** (*All stands must be manned*)
17:30 – 20:00 Opening Reception in exhibition hall

Sunday 30 August 09:00 – 18:00 Exhibition OPEN
Monday 31 September 09:00 – 18:00 Exhibition OPEN
Tuesday 01 September 09:00 – 18:00 Exhibition OPEN

All exhibiting staff must wear an Official ESC Congress 2009 badge at all times within the venue.

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9. Exhibitors Registration and Badge Readers

The Exhibitors Registration Desk is situated on Level -1, below the main entrance. The following services will be available:

- Collection of Work Passes (Also available from FAIREXX Office)
- Collection of pre-ordered exhibitors' badges
- Preparation and purchase of additional exhibitor badges
- Distribution of "Green Stickers" enabling fully registered participants to access the exhibition areas outside official opening hours
- **Please note that employees of exhibiting companies will only gain access to the stand if they have an Exhibitor Badge. You should therefore not arrange to distribute exhibitor badges from the stand – make sure that everyone is aware of this restriction, as exceptions will not be made.**

NO BADGE = NO ACCESS TO EXHIBIT AREA

DEADLINE TO ORDER FREE EXHIBITOR BADGES: 19 June

Please use the form on: <http://www.essexhibition.org/Barcelona09/default.aspx>

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Exhibitors Registration Opening Hours

❖ Monday 24 August	08:00 – 18:00
❖ Tuesday 25 August	08:00 – 18:00
❖ Wednesday 26 August	08:00 – 18:00
❖ Thursday 27 August	08:00 – 18:00
❖ Friday 28 August	08:00 – 18:00
❖ Saturday 29 August	08:00 – 20:00
❖ Sunday 30 August	08:00 – 18:00
❖ Monday 31 September	08:00 – 18:00
❖ Tuesday 01 September	08:00 – 18:00
❖ Wednesday 02 September	08:00 – 12:00

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Badge Readers

Recording a prospective customer's information can be done by using the ESC Congress 2009 Badge Reader. For more information please download the following information form:

<http://www.essexhibition.org/Barcelona09/ESC%20Barcelona%202009%20Badge%20Readers/ESC%202009%20Badge%20Reader%20Information.pdf>

The **order form** is available below:

<http://www.essexhibition.org/Barcelona09/ESC%20Barcelona%202009%20Badge%20Readers/ESC%202009%20Badge%20Reader%20Order%20Form.pdf>



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10. Stand Design and Activities Approval

Stand Drawings and Designs

Each stand design needs to be approved by the ESC and the Fira Barcelona. Stands that have not been approved in writing or that do not correspond to approved drawings **will have to be corrected at the exhibitor's expense.**

Stand Giveaways and Activities

All stand giveaways and activities need to be approved by the ESC. Please fill in the Stand Activity form available on <http://www.escexhibition.org/Barcelona09/default.aspx> and send it back to us before the **24 July 2009.**

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11. Important Reminders

Payment

Please remember that payment for stand rental must be made in full before the event, if payment has only been made recently you are advised to bring proof of payment with you.

Smoking

Please note that smoking is not permitted anywhere in the building. The outside area “Rambla del Corazon” between halls is also a non smoking area.

Alcohol

Exhibitors must not serve any alcoholic beverages from the stand.

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Distribution of promotional material, directions etc. from the stand

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.

Exhibitor Debrief Meeting

A post show meeting will be held on **Tuesday, 1 September from 11:00 to 12:00**. Location TBA.

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12. Future ESC Congresses

EUROECHO 2009

CCNAP 2010

EuroPREvent 2010

Heart Failure 2010 Congress

Frontiers in Cardiovascular Biology

ESC Congress 2010

Madrid, Spain 9 – 12 December 2009

Geneva, Switzerland 12 – 13 March 2010

Prague, Czech Republic 5 – 8 May 2010

Berlin, Germany 29 May – 1 June 2010

Berlin, Germany 16 - 19 July 2010

Stockholm, Sweden 28 August – 1 September 2010

If you have any questions about the Exhibition at ESC Congress 2009, please contact:

exhibition@escardio.org or +33 492 94 76 17

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