UPDATE MESSAGE

Dear Exhibitor,

This Update contains important logistical information concerning the 9th Annual Spring Meeting on Cardiovascular Nursing (CCNAP 2009).

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

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

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1. Access
The 9th Annual Spring Meeting on Cardiovascular Nursing (CCNAP 2009) will be held in the Royal Dublin Society (RDS), at the Angle Sea Road gate.

Parking
Car & Trucks: As a thank you we would like to offer you **one parking spot per company or per stand** in the car park located in the Angle Sea Gate. See access plan below:
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**2. Build up and Break Down**

Cars and fork lifts 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 pick up a Working Pass either in the Exhibitor’s registration or in the loading zone entrance. 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.

**Exhibition Build up:**

Thursday 23 April: 08.00 – 20.00 Build-up
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Dismantling:
Saturday 25 April: 17.00 – 24.00 Dismantling

IMPORTANT:
From Friday 24 April 08:00 hrs to Saturday 25 April 2009 17:00 hrs, all stands are to remain in their entirety, no dismantling or removal during this period is permitted.

Outside of ‘exhibition open’ periods, delegates walk to lecture rooms along a route including the exhibition. Exhibitors’ should therefore take all reasonable precautions to protect valuables.
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Freight Free Aisles
There is one main freight free aisle running through the exhibition. This 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 below for more details:
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3. Security

The Organisers provide General Surveillance only within the Exhibition area. Note that delegates will be able to walk in the Exhibition area during closed hours (sessions start at 08:30, SCC opens at 07:30) – it is important that each exhibitor secures their stand against the risk of theft. The Organisers will accept no responsibility for loss or theft from stands.

Please see below our official contact to order security guards:

ECS – Exhibition & Conference Services Ltd
Mr Joe Earley
+353 45 435 800
Email: joeearley@ecs.ie
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4. Delivery Address and Storage

Parcels can be sent and stored **only 2 days prior to the event** to the address below:

Royal Dublin Society (RDS)
9th Annual Spring Meeting on Cardiovascular Nursing
Ballsbridge Dublin 4,
Ireland

Please clearly specify on the package your company name, stand number and contact details.
5. Exhibition Opening Hours

Exhibition Opening Hours:
Friday 24 April: 08.00 – 18.00 Exhibition Open
Saturday 25 April: 08.00 – 17.00 Exhibition Open
6. Exhibitors Registration

The Exhibitors Registration Desk is situated in the Angle Sea Road gate in the registration area.

The following services will be available:

- Collection of Work Passes
- 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 area 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**
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Exhibitors Registration Opening Hours
Thursday 23 April  14:00 – 18:00
Friday 24 April  08:00 – 18:00
Saturday 25 April  08:00 – 17:00

Exhibitors Badge Orders
Each company is entitled to 5 free Exhibitor Badges.
Please note that you have the choice to choose how your free badges are inscribed. Company name, individual name or both.

The Badge Order Form can be downloaded from: http://www.escexhibition.org/CCNAP2009/default.aspx

Exhibitor Badge Order Form should be sent before Monday 16 March 2009 to the email below: CCNAPexhibition@escardio.org
7. Stand Design
Each stand design needs to be approved by the ESC and RDS Dublin. 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.

Self build Stand: Please send your drawings to CCNAPexhibition@escardio.org Wednesday 25 February.

Stand Package: If you are planning to go for a stand package, please specify by sending an email to CCNAPexhibition@escardio.org before Wednesday 25 February.
Stand package can be ordered through the link below: http://www.escexhibition.org/CCNAP2009/Stand%20Services%20Download%20Area/Stand%20Package%20order%20form.pdf
8. Stand Give Aways and Activities
All stand give aways and activities need to be approved by the ESC. Please fill in the Stand Activity form available on [http://www.escexhibition.org/CCNAP2009/default.aspx](http://www.escexhibition.org/CCNAP2009/default.aspx) and send it back to CCNAPexhibition@escardio.org before Friday 06 March 2009.

9. Insurance
According to our Guidelines all exhibition goods and packaging materials shall be insured at the expense and risk of the Exhibitor.

On this note, we would suggest you send us a copy of this insurance or provide proof of adequate cover on site.
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10. 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.

Alcohol
Exhibitors must not serve any alcoholic beverages from the stand.
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:

Hospitality Options
Ms Eimear Gannon
Phone: + 353 (0)1 260 2632
Email: info@hospitalityoptions.ie

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 “Info Tables”, which will be specifically set up for that purpose and marked as such.
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11. Future ESC Congresses

EuroPRevent 2009  Stockholm  6 – 9 May 2009
ICNC9  Barcelona 10 – 13 May 2009
Heart Failure 2009  Nice 30 May – 02 June 2009
Europace 2009  Berlin 21 – 24 June 2009
ESC Congress 2009  Barcelona 29 Aug – 2 Sept 2009

If you have any questions about the Exhibition at CCNAP 2009, please contact:
CCNAPexhibition@escardio.org or +33 492 94 35 10.

We look forward to welcoming you to a successful event in Dublin.