Dear Exhibitor,

This update contains important logistical information concerning the 10th Annual Spring Meeting on Cardiovascular Nursing (CCNAP 2010).

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:

http://www.escexhibition.org/CCNAP2010/default.aspx
UPDATE MESSAGE

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1. Access
The 10th Annual Spring Meeting on Cardiovascular Nursing (CCNAP 2010) will be held at the Centre International de Conferences Geneve (CICG) on the “Espace Dunand” side.
Please find the Venue Access plan in the link below:
http://www.cicg.ch/fr/espaces_cicg_plan_situation.php

Parking
Car:
A public car park called “Parking des Nations” is available for delegates or exhibitors close to the congress centre with the lowest rates for parking (1000 places).
http://www.ge.ch/parkings/plan/plan-ge.html

Lorry:
Trucks can be parked in the P47 close to Geneva Airport at 40CHF per day.
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2. **Build up and Break Down**
Trucks can deliver all material for the build up in the Loading Zone (Level -1), (Chemin Louis Dunand) there is a set of elevators that give access to the Exhibition hall (Lobby level).
Cars and fork lifts cannot be driven onto 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 at 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 11 March 08:00 – 19:00  Exhibition Build-up
UPDATE MESSAGE

Dismantling:
Saturday 13 March: 17:00 – 24:00 Exhibition Dismantling

IMPORTANT:
From Friday 12 March 08.00 hrs to Saturday 13 March 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 will circulate the Exhibition Area as it is along the route to Speaker Service centre and Lecture Rooms. 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:
3. Security

The Exhibitor shall be responsible for the surveillance of their stand and exhibits. 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. The Organiser accepts no responsibility for goods stolen from exhibits.

Note that delegates will be able to walk in the Exhibition area during closed hours (SCC opens at 07:30).

If you wish to book a security guard for your stand, please contact:

Roman Rychlik
Messerli
Phone +41 43 931 43 85
Fax +41 43 931 43 01
Email roman.rychlik@messerli3D.com
4. Delivery Address and Storage

All deliveries must be sent within **5 working days before the event** to:

10th Annual Spring Meeting on Cardiovascular Nursing
Contact Person / Stand number
C/O
International Conference Centre, Geneva
Chemin Louis Dunant
Cour de livraison
1201 Genève
Suisse

Please clearly specify on the package your company name, stand number and contact details.
UPDATE MESSAGE

5. Exhibition Opening Hours

Exhibition Opening Hours:

Friday 12 March       08:00 – 18:00       Exhibition OPEN
Saturday 13 March     08:00 – 17:00       Exhibition OPEN
6. Exhibitor Registration

The Exhibitor Registration Desk is situated at the CICG Main Entrance.

The following services will be available:

- Collection of Work Passes
- Collection of pre-ordered exhibitor’ 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
10th Annual Spring Meeting on Cardiovascular Nursing
Geneva, Switzerland 12-13 March 2010

UPDATE MESSAGE

Exhibitor Registration Opening Hours
Thursday 11 March 08:00 – 19:00
Friday 12 March 08:00 – 18:00
Saturday 13 March 08:00 – 17:00

Exhibitor 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/CCNAP2010/default.aspx

Deadline for sending Badge orders to CCNAPexhibition@escardio.org is Friday 12 February.
7. Stand Design
Each stand design needs to be approved by the ESC and CICG. 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 built Stand: Please send your drawings to CCNAPexhibition@escardio.org at your earliest convenience.

Stand Package: If you are planning to go for a stand package, please specify by sending an email to CCNAPexhibition@escardio.org at your earliest convenience.
Stand package can be ordered until 31 January through the link below:
http://www.escexhibition.org/CCNAP2010/Stand%20Services%20Download%20Area/Stand%20package%20order%20from%20.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.esceexhibition.org/CCNAP2010/default.aspx and send it back to CCNAPexhibition@escardio.org at your earliest convenience.

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.
UPDATE MESSAGE

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.
**UPDATE MESSAGE**

**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:

Crowne Plaza
Mrs Claire Bacchetta & Vanessa Gressin
Phone: +41 22 747 02 25
Email : mip@cp-geneva.ch

**Distribution of promotional material, directions etc. from the stand**
Distribution and/or display of printed material by industries and/or it agents is limited to the company’s exhibition space only.
11. Future ESC Congresses

EuroPRevent 2010  Prague 5 – 7 May 2010
Heart Failure 2010  Berlin 29 May – 1 June 2010
ESC Congress 2010  Stockholm 28 Aug – 1 Sept 2010
Acute Cardiac Care 2010  Copenhagen 16-19 October 2010

If you have any questions about the Exhibition at CCNAP 2010, please contact:
CCNAPexhibition@escardio.org or +33 492 94 35 10.

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