



ESC Congress 2015 London – Exhibitor Information

The ESC Congress in London is gradually coming to a close and in order to ensure smooth operations, you will find below a summary of important information related to the breakdown of the Exhibition. Please share the relevant information with your agents and contractors.

Industry Debrief

An Industry debrief will be held from **11.00 to 12.00** on Tuesday 1 September in the ESC Meeting Room 1 which is located in the ESC Meeting Room Area, East Entrance, Level 3.

Opening Hours:

- **Tuesday 1 September** 09:00 – 18:00 Exhibition OPEN

Please note that during the Congress, stand personnel may enter the building one hour before the opening of the exhibition.

Dismantling Hours:

- **Tuesday 1 September**
 - 18:00 – 20:00 Delivery of empty packaging cases by Fairexx (booking necessary) and removal of the carpet in the aisles. **Aisles must not be obstructed**
 - 20:00 – 24:00 Removal of stand valuables (screens, machines, computers ...)

IMPORTANT: Delivery of empty cases will be done **from 21:00 to 23:00** for those who have ordered the service through Fairexx (ESC Official Forwarder and Lifter). If you wish to order this service, please contact.

Stand number starting by E to H, Satellites, Hands-on Tutorials and Function Spaces:

Ms. Anja Homann
Mobile: +49 173 247 7818
Email: anja.homann@fairexx.com

Stand number starting by A to D and ESC Plaza

Mr. Stefan Grunwaldt
Mobile: +49 173 212 9410
Email: stefan.grunwaldt@fairexx.com

- **Wednesday 2 September**

The exhibition will not be open to delegates

- 05:00 – 07:00 Delivery of empty packaging cases by Fairexx (booking necessary)
- 08:00 – 13:00 **No Dismantling** and no vehicle access to traffic marshalling and lorry way
- 13:00 – 23:00 Hall access for exhibitors
Dismantling - full vehicle access to lorry way
- From 15:00 Full breakdown of the stand packages ordered from the local stand supplier. Any material left in the stand will be cleared by the supplier.

The exhibition halls are open for breakdown until 23:00 – After 23:00, extra hours may be requested by the exhibitor/stand builder to ESC before 14:00. These hours will be at the exhibitor/stand builder's charge



➤ **Thursday 3 September**

08:00 – 19:00 Dismantling - full vehicle access to lorry way (last day for custom made stand)

From 19:00 on Thursday 3 September, any materials left in the aisles will be cleared by the organisers and destroyed at exhibitor's expenses. The Organiser accepts no liability for packing materials not removed in due time

IMPORTANT:

- At all times, please keep the main aisles clear next to emergency doors and free of any goods or crates.
- To ensure a safe break down, all stand builders must wear the appropriate equipment. **A high visibly jacket to be worn at any time.**
- Personnel for dismantling and transport must be in the possession of their working passes at all time.
- You are urgently requested to take the necessary precautions for the prevention of theft or loss of goods. In your own interest we advise you that all small goods are either removed or packed immediately at the close of the exhibition.
Electricity – 30 minutes after the close of the exhibition on Tuesday 1 September at 18:30, stand electricity will be cut off. If you require power during dismantling, please visit the Exhibitor Services desk located next to Entrance S3 during opening hours. If you require any assistance, feel free to contact the GES Exhibitor Services to +44 207 069 6030.
- **Waste Disposal** – Exhibitors are responsible for the waste they generate and for the disposal thereof. If you have not yet ordered waste disposal for your stand, please go to the Exhibitor Services office.

IMPORTANT: custom stand only

A dedicated ExCeL team delivers on-site waste management forms to exhibitors/stand builders having a custom stand upon their arrival. Each exhibitor/stand builder must sign the waste management policy and return the form to the ExCeL team.

Once the stand is built, the exhibitor/stand builder should contact the dedicated ExCeL team to check the stand. If all waste has been removed, the patrol will provide to the exhibitor/stand builder with a certificate. All custom stands must get their waste management certificates dully completed.

- The floor, columns and installations (distribution boxes, piping, rented shell stands, etc.) of the Building must be left in the same state in which they were found. Any damage shall be repaired by the Building owners at the Exhibitor's expense.

In conclusion, we would like to thank all exhibitors for the excellent exhibits and the clear commitment to the success of the ESC Congress.

Best wishes,

ESC Industry Services Team