



Welcome to London for the ESC Congress 2015!

Please find a summary of important information that you need to know during the Congress.

Exhibition Timetable:

Build-up Hours:

➤ **Monday 24 August**

08:00 – 11:00	Access for construction to stand over 600m ²
11:00 – 13:00	Access for construction to stand over 400m ²
13:00 – 18:00	Access for construction to stand over 300m ²

The exhibition halls are open for construction 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

➤ **Tuesday 25 August**

08:00 – 13:00	Access for construction to stand over 150m ²
13:00 – 18:00	Access for construction to stand over 100m ²

The exhibition halls are open for construction 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

➤ **Wednesday 26 August**

08:00 – 18:00	Access for construction to stand over 30m ²
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The exhibition halls are open for construction 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 27 August**

08:00 – 18:00	Access for construction to all stands
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The exhibition halls are open for construction 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

➤ **Friday 28 August**

08:00 – 18:00	Access for construction to all stands
18:00	All constructions must be completed. Goods must be removed from aisles to allow aisles carpeting.
18:00 – 23:00	Stand decoration is still permitted
23:00	Halls close

Daily deliveries should be sent to Fairexx office, where transport to exhibit area may be arranged. No further vehicle access to lorry way until 21:00, Tuesday 1 September 2015.

➤ **Saturday 29 August**

08:00 – 11:00	Stand decoration only
11:00 – 12:30	Halls inspection
08:00 – 12:30	Staff meetings may be held on stands

Opening Hours:

➤ **Saturday 29 August**

12:30 – 18:00	Exhibition OPEN (All stands must be manned)
12:30 – 15:30	Refreshments in Exhibition & ESC Plaza
17:00 – 18:30	Inaugural Session (London Main Auditorium)
18:00	Exhibition closes
18:30 – 19:15	Networking reception in ESC Plaza



- **From Sunday 30 August to 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)

From **19:00 on Thursday 3 September**, any material 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.

Exhibitor Badges and Working Passes

- In case you need assistance with Exhibitor Badges for the staff on your stand, visit the Exhibitor Registration desk in the Registration Area. The desk will be open as follow.

Wednesday 26 August 14:00 – 18:30

From Thursday 27 August 08:00 – 18:30
to Tuesday 1 September



- Working passes will only be delivered by Fairexx at the checkpoint located on Sandstone Lane from the East Gate or in the Boulevard (East Entrance) inside the venue for people not coming from the lorry way.



Safety and Prevention

At all times, please keep the main aisles clear next to emergency doors and free of any goods or crates. To ensure a safe build up and break down, all stand builders must wear the appropriate equipment. **A high visibly jacket to be worn at any time.**

Stand Services

For stand services orders (furniture, walls, flowers, electricity, power during build up, water, cleaning, waste management, internet, stand security etc), visit the Exhibitor Services desk located next to Entrance S3, see the black cross on the map.

This office will be opened from Monday 24 August to Thursday 3 September from 07:00 to 19:00.

If you require any assistance, feel free to contact:
GES Exhibitor Services: +44 207 069 6030
ExCeL London Exhibitor Services: +44 207 069 6036
Leith's Exhibitor Services: +44 207 069 6033/6034



Storage Areas and Keys

The keys of all storage areas ordered from the local stand supplier are already on each door. If any issue, please go to the Exhibition Services desk. At the end of the Congress, you can leave the key on the storage door.

Parking Tickets and Industry Coach Parking

Once unloading is done, please go to the Traffic Marshalling office to arrange parking for your trucks during the Congress (day parking) - subject to availability. Cars lower than 1,90m which do not need to access the unloading zones can park at Royal Victoria Car Park and Orange Car Park. The Process will be the same for dismantling.

If you need any assistance for the Industry Coach Parking, please go to the Exhibitor Services Desk.

Catering

- **For the build-up period (from Monday 24 to Friday 28 August 2015):** Several restaurants are open from 07:30 to 20:00 and are all located in the Boulevard, except on Monday 24 August until 19:00.
- **For the dismantling period (from Wednesday 2 to Thursday 3 September 2015):** Several restaurants are open from 07:00 to 20:00 on Wednesday 2 September and from 07:30 to 20:00 on Thursday 3 September and are all located in the Boulevard.
- **During the Congress:** Several restaurants are open from 07:00 to 21:00 and are all located in the Boulevard.
- **Catering for stands.** For any late stand catering orders, please go to the Exhibitor Services desk.

Waste Management at ExCeL London

Exhibitors are responsible for the waste they generate and for the disposal thereof. Exhibitors should manage (contract and pay for) their waste removal through the official supplier. This can be ordered through ExCeL London.

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.

The same process applies for the build-up and breakdown of the Exhibition. All custom stands must get their waste management certificates dully completed.



Electricity

Note that stand power supply is only for 12 hours (show hours). If 24 hours required, visit the Exhibitor Services Desk.

Goods storage, Delivery and Collection

Call ESC Official Logistics Partner, Fairexx.

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

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Badge Readers

If you need to pick up or need any assistance with your badge reader(s), visit the Exhibitor Badge Readers desk in the Registration Area.

Function Spaces

Please contact Ms. Samantha Bickham: +44 755 792 5547

For any further information do not hesitate to call the Exhibition team on:

Maud Payssé: +44 788 006 1765 or Nouredine M'Ghari: +44 788 006 0570

Finally, we would like to wish you a very successful congress.

ESC Industry Services Team