

# ESC CONGRESS

## LONDON 2015

29 August – 2 September



Where cardiology comes together

Dear Exhibitors,

Please carefully read this document; it contains important logistical information for **ESC Congress 2015** in London.

Please also ensure this document and the Guidelines for Industry Participation are distributed to all staff and agencies involved in the Congress.

At any stage you can reach the Exhibition team on:

Tel: +33 4 92 94 76 17

Fax: +33 4 92 94 76 26

Email: [exhibition@escardio.org](mailto:exhibition@escardio.org)

We look forward to welcoming you soon in London!

Best regards,

ESC Industry Services Team



#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)



# ESC CONGRESS

## LONDON 2015

29 August – 2 September



Where cardiology comes together

## Upcoming deadlines for ESC Congress 2015

- **15 July 2015** – Free exhibitor badge order deadline
- **20 July 2015** – Deadline for stand activity declaration
- **22 July 2015** – Health & Safety certification of stand construction must be completed
- **24 July 2015** – Deadline for stand service orders at early fee through ExCeL London
- **5 August 2015** – Deadline for rigging orders through ExCeL London
- **11 August 2015** – Additional general exhibitor badge order deadline
- **20 August 2015** – Exhibitor services web shop closing date

#esccongress

## Update Message

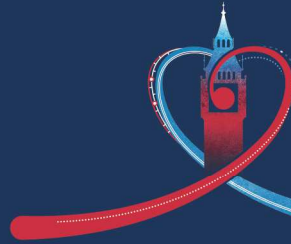
[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)



# ESC CONGRESS

## LONDON 2015

29 August – 2 September



Where cardiology comes together

### Content

- ACCESS TO THE VENUE AND PARKING
- EXHIBITION TIMETABLE (BUILD UP, DISMANTLING & OPENING HOURS)
- STAND SERVICE ORDERS
- INTERNET CONNECTION
- CLEANING AND WASTE
- STAND SECURITY
- DELIVERY ADDRESS AND STORAGE
- INSURANCE
- EXHIBITOR BADGES & REGISTRATIONS
- BADGE READERS
- INDUSTRY & CRT LOUNGE
- STAND DESIGN AND STAND ACTIVITY APPROVAL
- IMPORTANT REMINDERS

#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)



# ESC CONGRESS

LONDON 2015

29 August – 2 September



Where cardiology comes together

## ACCESS TO THE VENUE AND PARKING

### Venue:

**ExCeL London**

One Western Gateway, Royal Victoria Dock  
E16 1XL London, GB

The loading access plan and traffic regulations are available in the ESC Exhibition website: [www.escehhibition.org/ESC2015/Exhibition](http://www.escehhibition.org/ESC2015/Exhibition)

Guidelines for Industry Participation	Exhibitor Information	ESC Download Area
<a href="#">ESC Congress 2015 Guidelines</a>	<a href="#">Exhibition Floor Plan (as of 28/05/2015)</a>	<a href="#">Exhibitor Badge Order Form</a>
<a href="#">ExCeL London Rules and Regulations</a>	<a href="#">ESC Plaza Floor Plan (as of 05/06/2015)</a>	<a href="#">Stand Activity Form</a>
	<a href="#">Building Overview</a>	<a href="#">Wi-Fi Policy Acceptance Form</a>
	<a href="#">Loading Access Plan &amp; Parking Facilities</a>	
Onsite logistics and arrival - Fairsex	Exhibitor Services - ExCeL London	Badge Readers Rental - Léni
<a href="#">Shipping Manual</a>	<a href="#">ExCeL London Exhibitor Services web shop</a>	<a href="#">Delegate Badge Readers online order</a>
<a href="#">Handling Tariff</a>	<a href="#">Web shop User Guide &amp; Login Procedure</a>	<a href="#">Product Information Brochure</a>
<a href="#">Tariff Description Brochure</a>	<a href="#">ESC Congress 2015 Stand Packages Catalogue</a>	
<a href="#">Timeslot Request for build-up &amp; dismantling</a>		
<a href="#">Special Equipment Rental</a>		
<a href="#">Shipping Quote Request</a>		

#esccongress

## Update Message

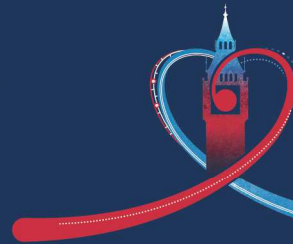
[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)



# ESC CONGRESS

## LONDON 2015

29 August – 2 September



Where cardiology comes together

### Loading Access Plan

### For Exhibitor Trucks & Vehicles

All vehicles must go to Traffic Administration Office & Fairexx Check Point located on Sandstone Lane E16 1WW from the East Gate

The FAIREXX team will direct vehicles to one of the unloading zones according to the timeslot previously booked and to the location of the stand space.

Timeslot request form available here:  
[www.escehhibition.org/ESC2015/Exhibition](http://www.escehhibition.org/ESC2015/Exhibition)

Guidelines for Industry Participation	Exhibitor Information	ESC Download Area
<a href="#">ESC Congress 2015 Guidelines</a>	<a href="#">Exhibition Floor Plan (as of 28/05/2015)</a>	<a href="#">Exhibitor Badge Order Form</a>
<a href="#">ExCel London Rules and Regulations</a>	<a href="#">ESC Plaza Floor Plan (as of 05/06/2015)</a>	<a href="#">Stand Activity Form</a>
	<a href="#">Building Overview</a>	<a href="#">Wi-Fi Policy Acceptance Form</a>
	<a href="#">Loading Access Plan &amp; Parking Facilities</a>	
Onsite logistics and arrival - Fairexx	Exhibitor Services - ExCel, London	Badge Readers Rental - Léni
<a href="#">Shipping Manual</a>	<a href="#">ExCel London Exhibitor Services web shop</a>	<a href="#">Delegate Badge Readers online order</a>
<a href="#">Handling Tariff</a>	<a href="#">Web shop User Guide &amp; Login Procedure</a>	<a href="#">Product Information Brochure</a>
<a href="#">Tariff Description Brochure</a>	<a href="#">ESC Congress 2015 Stand Packages Catalogue</a>	
<a href="#">Timeslot Request for build-up &amp; dismantling</a>		
<a href="#">Special Equipment Rental</a>		
<a href="#">Shipping Quote Request</a>		

FAIREXX Contact: [contact@fairexx.de](mailto:contact@fairexx.de)  
Fax: +49 304 403 4779

### Lorryway Access Map

#### North-west Lorry Park (Day Parking)

Free parking during build-up and breakdown  
£20 per day for vans during the event  
£35 per day for trucks during the event

#### Car Parks (Day Parking)

£15 per day for cars during event (vehicles lower than 1.9m)

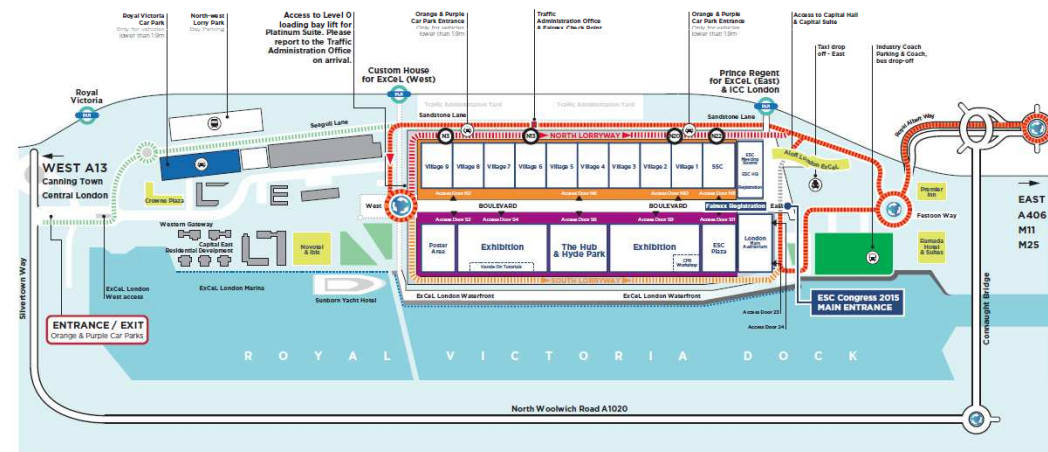
#### Industry Coach Parking (Day Parking)

No Fee drop-off only  
£30 per day for coaches during the event\*  
\*No pre-booking available - Coach booking process is first come first served

#### Key

- Royal Victoria Car Park
- Orange Car Park
- Purple Car Park
- Industry Coach Parking

- North Lorryway Doors
- Docklands Light Rail
- Berthing points
- Primary access for vehicles during build-up and break-down
- Secondly access to traffic administration - not advisable for large vehicles



An ADNEC Group Company

EXCEL LONDON



#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)





# ESC CONGRESS

## LONDON 2015

29 August – 2 September



Where cardiology comes together

### Parking For Exhibitor Trucks & Vehicles

Once unloading is done trucks must go to **North-west Lorry Park** (Day Parking) for parking during the congress.

**Free** parking during build-up and breakdown  
**£20** per day for vans during the event  
**£35** per day for trucks during the event

Cars lower than 1,90m which do not need to access the unloading zones can park at **Royal Victoria Car Park, Orange Car Park or Purple Car Park.**



**£15** per day for cars during the event

The process will be the same for dismantling.

### Lorryway Access Map

**North-west Lorry Park (Day Parking)**

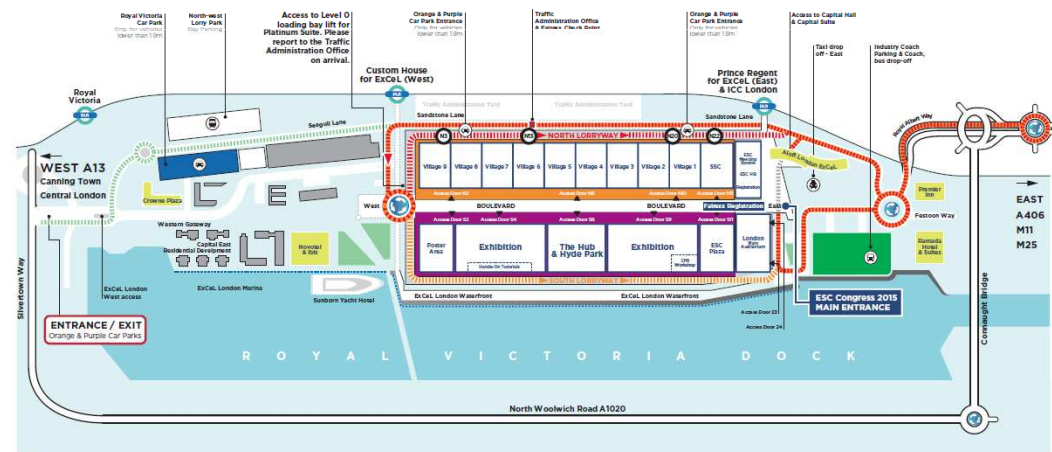
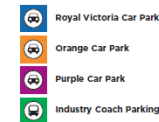
Free parking during build-up and breakdown  
£20 per day for vans during the event  
£35 per day for trucks during the event

**Car Parks (Day Parking)**  
£15 per day for cars during event (vehicles lower than 1.9m)

**Industry Coach Parking (Day Parking)**

No Fee drop-off only  
£30 per day for coaches during the event\*  
\*No pre-booking available - coach booking process is first come first served

Key



An ADNEC Group Company

EXCeL  
LONDON



#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)



# ESC CONGRESS

LONDON 2015

29 August – 2 September



Where cardiology comes together

## Loading Access Plan & Parking For Industry Buses

All Buses & coaches must go to the Industry Coach Parking (East Entrance)



Industry Coach Parking

This spot is also the boarding and drop off location during the congress.

No Fee drop-off only

£30 per day for coaches during the event\*

\*No pre booking available - Coach booking process is first come first served

ESC Congress 2015 will have a strict traffic plan in order to prevent congestion. Coaches will not be allowed to drop off or pick up in the adjacent streets to ExCeL London

## Lorryway Access Map

### North-west Lorry Park (Day Parking)

Free parking during build-up and breakdown  
£20 per day for vans during the event  
£35 per day for trucks during the event

### Car Parks (Day Parking)

£15 per day for cars during event (vehicles lower than 1.9m)

### Industry Coach Parking (Day Parking)

No Fee drop-off only

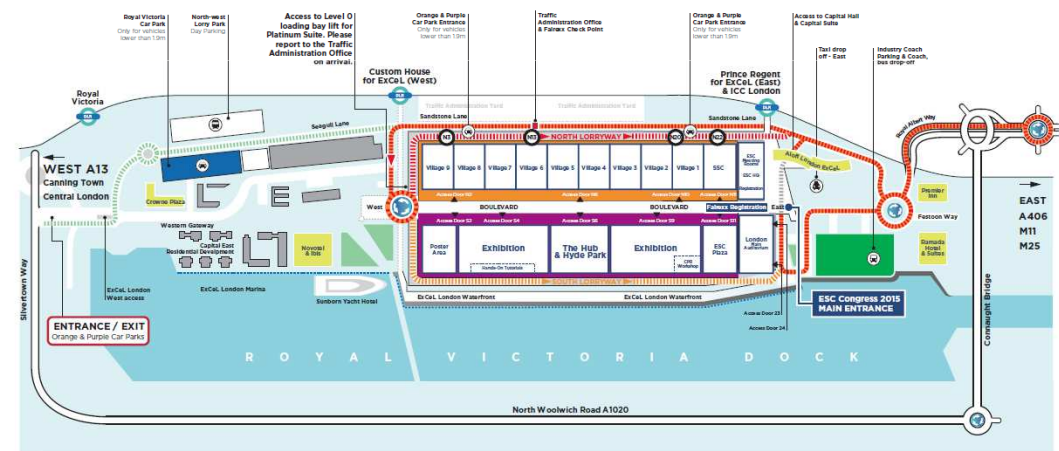
£30 per day for coaches during the event\*

\*No pre booking available - Coach booking process is first come first served

### Key

- Royal Victoria car Park
- Orange car Park
- Purple Car Park
- Industry Coach Parking

- North Lorryway Doors
- Docklands Light Rail
- Berthing points
- Primary access for vehicles during build-up and break-down
- Secondly access to traffic administration - not advisable for large vehicles



An ADNEC Group Company

EXCEL LONDON



#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)



# ESC CONGRESS

## LONDON 2015

29 August – 2 September



Where cardiology comes together

### EXHIBITION TIMETABLE

#### A strict timetable will be applied

- Vehicles can access the lorry way with [an official time-slot only \(delivered by Fairexx\)](#)
- No vehicles are permitted inside the exhibit halls
- No access is provided before the date and time mentioned on the access schedule; Access is in direct relation to the size of the exhibition stand.
- A deposit of €100 will be required for vehicles entering the lorry way. This will be returned if the timeslot is respected.

**Each exhibitor must request an unloading and reloading time slot through Fairexx for build up and dismantling, please use the form available on [www.escehhibition.org/ESC2015/Exhibition](http://www.escehhibition.org/ESC2015/Exhibition)**

#### Working passes

- Working passes will be delivered by Fairexx at the checkpoint or in the Boulevard (East Entrance) inside the venue for people not coming from the lorry way.
- Working passes or exhibitors badges are needed for all personnel to access the building
- Only those individuals directly responsible for the construction and dismantling of exhibits will be permitted in the exhibit areas during the construction and dismantling periods

#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)







### Build-up access Timetable

#### From Monday 24 August to Friday 28 August

- During the construction period, the halls are open from 08.00 to 23.00
- **All constructions must be completed by 18:00 on Friday 28 August 2015**
- Exhibitor badges or working passes must be worn by all personnel and photo ID should be carried
- Schedule available in the Guidelines for Industry Participation on: [www.escexhibition.org/ESC2015](http://www.escexhibition.org/ESC2015)

Unloading for vehicles sizes/date	Vehicle access for stands over 600m <sup>2</sup>	Vehicle access for stands over 400m <sup>2</sup>	Vehicle access for stands over 300m <sup>2</sup>	Vehicle access for stands over 150m <sup>2</sup>	Vehicle access for stands over 100m <sup>2</sup>	Vehicle access for stands over 30m <sup>2</sup>	Vehicle access for all stands
Monday 24 August	From 8.00 to 11.00	From 11.00 to 13.00	From 13.00 to 18.00				
Tuesday 25 August				From 8.00 to 13.00	From 13.00 to 18.00		
Wednesday 26 August						From 8.00 to 18.00	
Thursday 27 August							From 8.00 to 18.00
Friday 28 August							From 8.00 to 18.00

All construction must be completed by 18.00 on Friday 28 August, goods must be removed from aisles to allow carpeting of aisles, stand decoration is possible until 23.00.  
No further vehicle access to the fairground until Tuesday 1 September 2015 at 21.00  
Daily deliveries should be sent to the Fairexx office, where transport to the exhibition area may be arranged

#### Friday 28 August

##### **08.00 – 18.00**

Hall access for construction.

All constructions must be completed by 18.00, goods must be removed from aisles to allow carpeting of the aisles, stand decoration is possible until 23.00.

No further vehicles access to the lorry way will be permitted until Tuesday 1 September 2015 at 21.00

Daily deliveries should be sent to the Fairexx office, where transport to the exhibition area may be arranged.

# ESC CONGRESS

LONDON 2015

29 August – 2 September



Where cardiology comes together

## Exhibition Opening Hours

### Saturday 29 August

- 08.00–18.00** Hall access for Exhibitors
- 08.00–11.00** Stand decoration only, to be completed by 11.00. Incomplete stands and no-shows by 11.00 will be walled off and goods removed into storage at exhibitors cost.
- 08.00–12.30** Staff Meetings may be held on stands. Exhibit staff with full delegate Registrations should go to the Exhibitor registration desk to have their badge validated for privileged exhibitor access.
- 12.30** **EXHIBITION HALLS OPEN**  
(all stands must be staffed)  
**Welcome refreshments served in Exhibition and ESC Plaza**
- 17.00–18.30** **Inaugural session**
- 18.00** Exhibition closes
- 18.30–19:15** **Networking reception in ESC Plaza**

### Sunday 30 August:

- 09.00–18.00** Exhibition opens

### Monday 31 August:

- 09.00–18.00** Exhibition opens

### Tuesday 1 September:

- 09.00–18.00** Exhibition opens

During the Congress, stand personnel may enter the building one hour before the opening of the exhibition

## Dismantling Access Timetable

### Tuesday 1 September:

- 18.00–20.00** Removal of the carpet in the aisles (aisles must not be obstructed) followed by delivery of empty packaging cases by Fairexx (if booked)
- 20.00–24.00** Removal of stand valuables.

**Vehicle access from 21.00 - 23.00 (deposit required for all vehicles entering the fairground, note this is a very busy period and priority is given to trucks delivering bulk packaging materials).**

### Wednesday 2 September:

**The Exhibition will not be open to delegates**

- 05.00–07.00** Delivery of empty packaging cases by Fairexx (if booked)
- 08.00–13.00** No dismantling and no vehicle access to traffic marshalling and lorryway
- 13.00–23.00** Hall access for exhibitors  
Dismantling - full vehicle access to fairground

### Thursday 3 September:

- 08.00–19.00** Dismantling – full vehicle access to fairground (last day)
- From 19.00** Any materials left in the aisles will be cleared by the organiser and destroyed at the exhibitor's expenses. The Organiser accepts no liability for packing materials not removed in due time.

#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)



# ESC CONGRESS

LONDON 2015

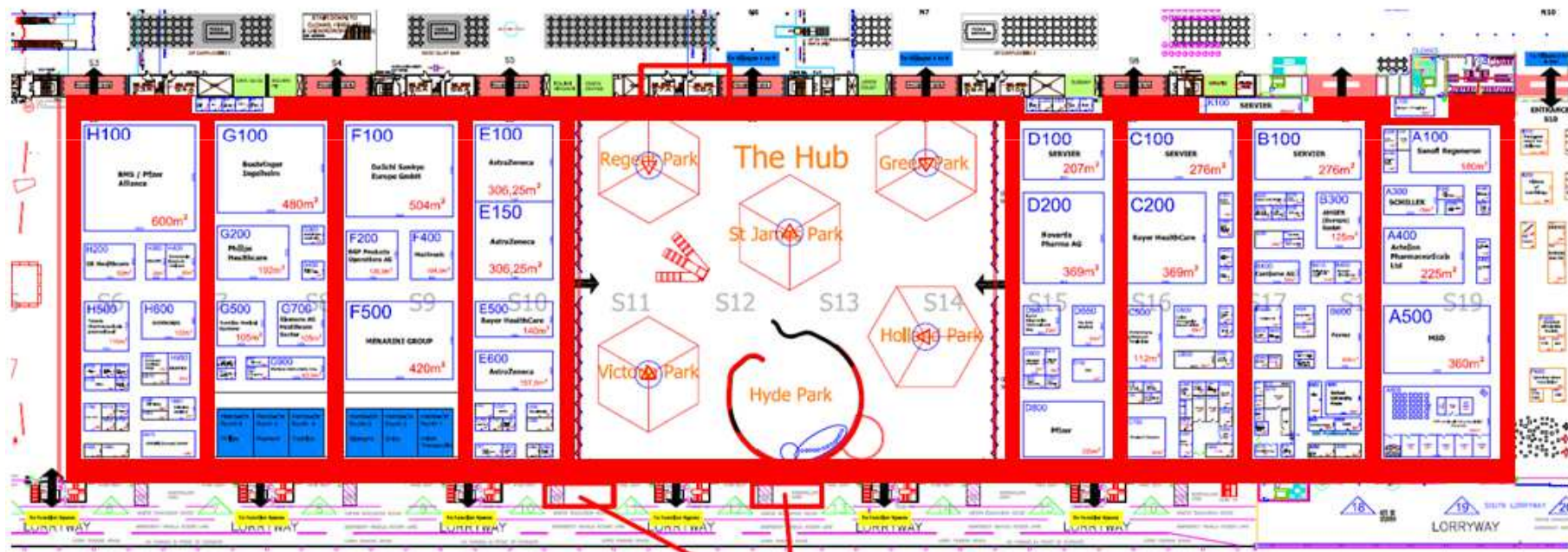
29 August – 2 September



Where cardiology comes together

**Aisles to be kept clear during the build up and dismantling of the stands**

**The surface in red must be accessible at all times and must not be obstructed by any materials.**



#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)





# ESC CONGRESS

## LONDON 2015

29 August – 2 September



Where cardiology comes together

## Safety Requirements

To ensure a safe Build up and Break down, all stand Builders must wear the correct Equipment and follow the ExCeL London Rules and Regulations

- ☞ Access to ExCeL London only with a **valid working pass**.
- ☞ Approved **safety shoes & helmet** to be worn when required.
- ☞ **A high visibility jacket** to be worn at any time
- ☞ Smoking, drug-taking and consumption of alcohol are prohibited
- ☞ Emergency exists + aisles to be cleared (refer to plan with aisle to keep clear) and used only in case of emergency.
- ☞ Access to Fire extinguishers at any time.
- ☞ Hot work has to be approved by ExCeL London and conducted in a safe area with fire extinguishers close by.
- ☞ Work above 2.5m to be conducted with a safety line for no longer than 2 consecutive hours.
- ☞ Only approved (e.g. CE certified) machines and tools may be used.
- ☞ Goods to be stacked properly
- ☞ Qualified Staff is required for any electrical work

**PLEASE REFER TO THE EXCEL LONDON RULES AND REGULATIONS FOR FURTHER INFORMATION:**

[www.escehhibition.org/ESC2015/Exhibition](http://www.escehhibition.org/ESC2015/Exhibition)

**The ESC reserves the right to refuse access to the exhibition halls should we esteemed that the correct protection equipment is not worn.**

#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)



# ESC CONGRESS

LONDON 2015

29 August – 2 September



Where cardiology comes together

## STAND SERVICE ORDERS

Guidelines for Industry Participation	Exhibitor Information	ESC Download Area
<a href="#">ESC Congress 2015 Guidelines</a>	<a href="#">Exhibition Floor Plan (as of 28/05/2015)</a>	<a href="#">Exhibitor Badge Order Form</a>
<a href="#">ExCeL London Rules and Regulations</a>	<a href="#">ESC Plaza Floor Plan (as of 05/06/2015)</a>	<a href="#">Stand Activity Form</a>
	<a href="#">Building Overview</a>	<a href="#">Wi-Fi Policy Acceptance Form</a>
	<a href="#">Loading Access Plan &amp; Parking Facilities</a>	
Onsite logistics and arrival - Fairexx	Exhibitor Services - ExCeL London	Badge Readers Rental - Léni
<a href="#">Shipping Manual</a>	<a href="#">ExCeL London Exhibitor Services web shop</a>	<a href="#">Delegate Badge Readers online order</a>
<a href="#">Handling Tariff</a>	<a href="#">Web shop User Guide &amp; Login Procedure</a>	<a href="#">Product Information Brochure</a>
<a href="#">Tariff Description Brochure</a>	<a href="#">ESC Congress 2015 Stand Packages Catalogue</a>	
<a href="#">Timeslot Request for build-up &amp; dismantling</a>		
<a href="#">Special Equipment Rental</a>		
<a href="#">Shipping Quote Request</a>		

For all additional stand services, please feel free to consult the ExCeL London Exhibitor Services web shop:

<http://esc2015.excel-london.co.uk/>

For any question, you can contact Mr Richard Pegler at [esc2015@excel-london.co.uk](mailto:esc2015@excel-london.co.uk)

- **24 July 2015** - Deadline for all construction orders (stand packages, custom stands, walls & carpet)
- **5 August 2015** – Deadline for rigging orders

#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)





# ESC CONGRESS

## LONDON 2015

29 August – 2 September



Where cardiology comes together

## INTERNET CONNECTION

With the explosion of wireless-enabled devices (smartphones and tablets), the Wi-Fi network availability during ESC Congress has become a challenge.

To ensure the provision of a safe and effective Wi-Fi service for all exhibitors and delegates visiting the Exhibition, we have deployed in collaboration with ExCeL London specific technical resources to ensure a quality service.

The ExCeL London team is able to provide tailor-made solutions to all Exhibitors wishing to order a Wi-Fi efficient service. However, in order to allow certain Exhibitors the required flexibility on their stands, we have agreed that exhibitors may also use their own internet facility of choice.

**All Exhibitors participating at ESC Congress 2015 should read and sign the Wi-Fi Policy Acceptance Form available here:**

**[www.escehhibition.org/ESC2015/Exhibitor/WiFi/Policy/Acceptance/Form](http://www.escehhibition.org/ESC2015/Exhibitor/WiFi/Policy/Acceptance/Form)**

**Please return this form to [services@excel-london.co.uk](mailto:services@excel-london.co.uk).**

If an exhibitor do not follow ESC recommendations to order a consistent, reliable and secure appropriate network, the ESC cannot be held responsible for failing network connections or its quality for professional use on stands.

**Internet connections should be ordered from the ExCeL London Exhibitor Services web shop:**

**<http://esc2015.excel-london.co.uk/>**



#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)



# ESC CONGRESS

## LONDON 2015

29 August – 2 September



Where cardiology comes together

## CLEANING AND WASTE

**Exhibitors are responsible for the cleaning of their own exhibit and the disposal of waste generated before and after the event. Unattended rubbish left by exhibitors in aisles when the exhibition is open will be removed at the Exhibitor's expense.**

**Exhibitors should manage (contract and pay for) their waste removal through the official supplier. This can be ordered through ExCeL London.**

### **Waste management at ExCeL London**

A dedicated ExCeL team will deliver on-site waste management forms to exhibitors/stand builders having a custom stand. 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 will apply for build-up and dismantling. All custom stands will need to get their waste management certificates dully completed.**

### **Important information for custom stands with carpet**

For carpet installation, ExCeL London only permit the use of approved double-sided adhesive tape (100% removable). The remaining tape on the hall floor must be removed by the end of the event.

#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)



# ESC CONGRESS

## LONDON 2015

29 August – 2 September



Where cardiology comes together

## STAND SECURITY

### Responsibility:

The Organisers provide General Surveillance only within the Exhibition areas. It is therefore important that each exhibitor secures his/her stand against the risk of theft.

The Organisers and ExCeL London will accept no responsibility for loss or theft from stands.

### Extra security:

The ESC reminds you of your individual responsibility for the surveillance of your stand.

Exhibitors requiring security staff are invited to order via the ExCeL London Exhibitor Services web shop:

<http://esc2015.excel-london.co.uk/>

**The ESC accepts no responsibility for goods stolen from exhibits at any time.**

#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)



# ESC CONGRESS

LONDON 2015

29 August – 2 September



Where cardiology comes together

## DELIVERY ADDRESS AND STORAGE

**Within the limits of ExCeL London, Fairexx and its agents act with the authority of ESC on its behalf in matters concerning vehicle logistics & security, freight forwarding, freight lifting and storage of goods.**

**Fairexx arranges all storage and forwarding for ESC Congress 2015.**

More details on shipments and deadlines are available in the Fairexx Manual on:

[www.escexhibition.org/ESC2015/Exhibition](http://www.escexhibition.org/ESC2015/Exhibition)

Guidelines for Industry Participation	Exhibitor Information	ESC Download Area
<a href="#">ESC Congress 2015 Guidelines</a>	<a href="#">Exhibition Floor Plan (as of 28/05/2015)</a>	<a href="#">Exhibitor Badge Order Form</a>
<a href="#">ExCeL London Rules and Regulations</a>	<a href="#">ESC Plaza Floor Plan (as of 05/06/2015)</a>	<a href="#">Stand Activity Form</a>
	<a href="#">Building Overview</a>	<a href="#">Wi-Fi Policy Acceptance Form</a>
	<a href="#">Loading Access Plan &amp; Parking Facilities</a>	
Onsite logistics and arrival - Fairexx	Exhibitor Services - ExCeL London	Badge Readers Rental - Léni
<a href="#">Shipping Manual</a>	<a href="#">ExCeL London Exhibitor Services web shop</a>	<a href="#">Delegate Badge Readers online order</a>
<a href="#">Handling Tariff</a>	<a href="#">Web shop User Guide &amp; Login Procedure</a>	<a href="#">Product Information Brochure</a>
<a href="#">Tariff Description Brochure</a>	<a href="#">ESC Congress 2015 Stand Packages Catalogue</a>	
<a href="#">Timeslot Request for build-up &amp; dismantling</a>		
<a href="#">Special Equipment Rental</a>		
<a href="#">Shipping Quote Request</a>		

For any question, you can 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](mailto: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](mailto:stefan.grunwaldt@fairexx.com)

#esccongress

## Update Message

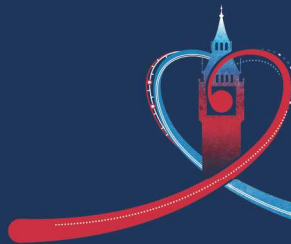
[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)



# ESC CONGRESS

## LONDON 2015

29 August – 2 September



Where cardiology comes together

## INSURANCE

- The civil liability insurance must cover all damages to persons and property that may be caused by its employees, agents or subcontractors as well as damages caused by guests, visitors or those participating in the event.
- While on the rented premises, exhibition goods and packaging materials must be insured at the expense and risk of the Exhibitor. Exhibitor should therefore contact their own insurance company.
- Exhibitor will be liable for the safety of participants on and around their stand area. Therefore Exhibitor must take out adequate insurance for third-Party Liability.

**All exhibitors must send a copy of their insurance certificate to the ESC Industry Services Team ([exhibition@escardio.org](mailto:exhibition@escardio.org)) at the latest on 22 July 2015.**

#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)





# ESC CONGRESS

LONDON 2015

29 August – 2 September



Where cardiology comes together

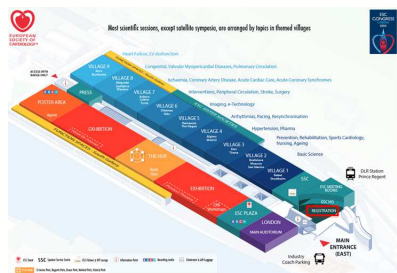
## EXHIBITOR BADGES & REGISTRATIONS (for your stand staff)

The **Exhibitor Registration Desk** is located in the registration area of the Congress centre.

The following services will be available:

- 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 outside official opening hours

Please note that the 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.



THERE ARE 3 CATEGORIES OF EXHIBITOR BADGES WITH DIFFERENTS RIGHTS:

BADGE BENEFITS	
<b>General Exhibitor Badge:</b>	Access to Exhibition halls Access to Industry Sponsored Sessions of affiliated company No access to ESC Scientific Sessions No journal subscription No accreditation One congress bag per exhibiting company Free badge order deadline: <b>15 July 2015</b> Additional badge order deadline: <b>11 August 2015</b>
<b>Scientific Exhibitor Badge</b>	Access to Exhibition halls Full access to ESC Scientific Sessions No congress bag No journal subscription No accreditation No additional paying badge can be ordered Order deadline: <b>15 July 2015</b>
<b>Diamond Exhibitor Badge</b>	Access to Exhibition halls Full access to ESC Scientific Sessions One congress bag Invite up to 3 delegates into the Industry & CRT Lounge No journal subscription No accreditation No additional paying badge can be ordered No order deadline

**NO BADGE = NO ACCESS TO EXHIBIT AREA**

#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)



# ESC CONGRESS

LONDON 2015

29 August – 2 September



Where cardiology comes together

According to your stand space, you are entitled to a determined number of free exhibitor badges as follow:

Stand size between:	General Exhibitor Badges	Scientific Exhibitor Badges	Diamond Exhibitor Badges
ETSA	3	2	
9 and 49 m <sup>2</sup>	10	5	
50 and 99 m <sup>2</sup>	15	10	
100 and 199 m <sup>2</sup>	25	20	1
200 and 299 m <sup>2</sup>	30	25	2
300 and 399 m <sup>2</sup>	35	30	4
400 and 499 m <sup>2</sup>	40	35	6
500 and 599 m <sup>2</sup>	45	40	8
600 and 699 m <sup>2</sup>	50	45	10
700 and 799 m <sup>2</sup>	55	50	15
800 and 899 m <sup>2</sup>	60	55	20
More than 900 m <sup>2</sup>	75	75	25

**15 July 2015**

Free exhibitor badge



Free exhibitor badge deadline: do not forget to send your exhibitor badge order form to the registration team ([groups@escardio.org](mailto:groups@escardio.org)).

**11 August 2015**

Additional general exhibitor badge order deadline



Additional general exhibitor badge order deadline (€60) & name change deadline (€30) - from this date on-site orders only (€75).

## NOTE

### Additional General Exhibitor Badges

If the number of free Exhibitor badges is insufficient, extra general exhibitor badges with the company or individual name, may be purchased.

PLEASE SEND YOUR [ORDER FORM](#) TO THE REGISTRATION DEPARTMENT AT [GROUPS@ESCARDIO.ORG](mailto:GROUPS@ESCARDIO.ORG)

#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)



# ESC CONGRESS

## LONDON 2015

29 August – 2 September



Where cardiology comes together

### Exhibitors' Registration Opening Hours

Opening days	Hours
Wednesday 26 August	14.00 – 18.30
Thursday 27 August	08.00 – 18.30
Friday 28 August	08.00 – 18.30
Saturday 29 August	08.00 – 18.30
Sunday 30 August	08.00 – 18.30
Monday 31 August	08.00 – 18.30
Tuesday 1 September	08.00 – 18.30

#esccongress

## Update Message

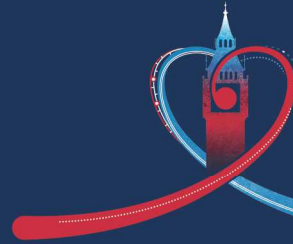
[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)



# ESC CONGRESS

## LONDON 2015

29 August – 2 September



Where cardiology comes together

## BADGE READERS

Recording a prospective customer's information can be done by using a Badge Reader.

It can be ordered via the following web link:

[www.events-eurodocument.com/esc2015](http://www.events-eurodocument.com/esc2015)

For further information on how to use your Badge Reader please download [this document](#).



#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)









# ESC CONGRESS

## LONDON 2015

29 August – 2 September



Where cardiology comes together

## STAND DESIGN AND STAND ACTIVITY APPROVAL

### Stand Drawings and Designs

- Each stand design needs to be approved by the ESC. 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.
- Note that any changes to the stand design approved mean that the stand is no longer approved for construction. A separate and new approval should then be applied for from the ESC, [exhibition@escardio.org](mailto:exhibition@escardio.org).
- Exhibitors are responsible for submitting full details of all complex structures **no later than Wednesday 22 July 2015** to the ESC Industry Services Team ([exhibition@escardio.org](mailto:exhibition@escardio.org)).  
If any complex structure is modified after its submission, plans must be re-submitted with details and all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.
- For all submissions received after 22 July 2015, ESC and ExCeL London cannot guarantee grant of approval.

### Stand Activities and items for distribution on stands

All stand activities and items for distribution on stands need to be approved by the ESC.

Please fill in the Stand Activity form available on:

[www.escexhibition.org/ESC2015/Exhibition](http://www.escexhibition.org/ESC2015/Exhibition)

Deadline for stand activity declaration is on **20 July 2015**



#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)



# ESC CONGRESS

## LONDON 2015

29 August – 2 September



Where cardiology comes together

## IMPORTANT REMINDERS

### Access

The Congress is only accessible to certified healthcare professionals, associated press, industry representatives and other stakeholders in the science, management and prevention of cardiovascular disease.

### Payment

Please note that payment for stand rental must be made in full before the event.

### Smoking

Smoking is prohibited in all public indoor areas, including privatised areas of exhibit spaces.

Smoking is illegal in all public buildings in the UK, punishable by a fine and demand to leave the premises.

### Alcohol

Exhibiting Companies are not allowed to serve any alcoholic beverages from their stand.



#esccongress

## Update Message

[www.escardio.org/ESC2015](http://www.escardio.org/ESC2015)

