



## FUNCTION SPACES – ROOM 93m<sup>2</sup>

---

**Function Spaces are reserved to Exhibiting companies**

**Location** North Gallery – Rooms: 4,5,6

**Dimensions** 93 m<sup>2</sup>: 12,76m x 7,57m / Height 3,25m

**Accesses** Located above Lecture Rooms  
The stairs should be use for emergency only

**Friday 28 August**

- No Access all day (Lecture room build-up)

**Saturday, 29 August, Tuesday 1 September**

08.00-20.00 Access for exhibitors via the Villages

08.00-20.00 Access for delegates via the Villages

**Sunday 30 August, Monday 31 August,**

08.00-20.30 Access for exhibitors + delegates via the Villages

**Wednesday, 2 September**

08.00-13.00 Access for exhibitors + delegates via the Villages

13.00 - No Access for exhibitors or delegates via the Villages

**Signage**

- General "Function Spaces" signage within the Congress Centre  
- Banner or standing sign in front of each stair case will mention the sponsor's name and room N°  
- **Industry to provide their company name and logo** to produce signage sheet to be inserted in the Plexiglas holder located in the room entrance (A4 landscape format)

**Deadline 3 August** please send to [roomservices@escardio.org](mailto:roomservices@escardio.org)

**Room capacity (max)**

Theater 90 pax,  
Classroom 28 pax,  
Boardroom 34 pax  
U-Shape 15 pax

Reminder: Industry to order their set up: **Deadline 10 August**, please send to Helen Stanley: [helenstanley@excel-london.co.uk](mailto:helenstanley@excel-london.co.uk)

### Included per room

- Projection screen included
- Basic set-up for theater, boardroom or classroom style **only** (tables, table-cloth, chairs). Contact Helen Stanley: [helenstanley@excel-london.co.uk](mailto:helenstanley@excel-london.co.uk)
- 1 coat rail
- Blinds (to darken the room)
- Access to the deck terrace. **NOT to be furnished/ NON smoking area**
- 2 key cards. Lost key cards will be charged to sponsors
- Air conditioning
- Daily cleaning

### Not included per room

- Projector / AV equipment must be ordered as extras: **Deadline 10 August** and contact [gparker@blitzcommunications.co.uk](mailto:gparker@blitzcommunications.co.uk)
- Catering: **Deadline 7 August**  
[http://www.essexhibition.org/ESC2015/partner\\_services/ESC%20Items/Function-spaces\\_Industry-Meeting-Rooms-Catering-Offer-ESC.pdf](http://www.essexhibition.org/ESC2015/partner_services/ESC%20Items/Function-spaces_Industry-Meeting-Rooms-Catering-Offer-ESC.pdf)
- Alternate furniture: **Deadline 10 August**  
Catalogue available: [http://www.essexhibition.org/ESC2015/partner\\_services/](http://www.essexhibition.org/ESC2015/partner_services/) and contact [congress2@ges.com](mailto:congress2@ges.com) or phone: +44 2476 380 180

(Pictures only for reference – non-contractual images)



