



Welcome to Rome for ESC Congress 2016!

Please find a summary of important information which can be helpful for your activities preparation at the Exhibition of ESC Congress 2016.

Exhibition Timetable:

Build-up Hours:

➤ **Friday 26 August**

08:00 – 18:00

18:00

18:00 – 23:00

23:00

Trucks access for unloading (time slot to be booked with Fairexx)

All constructions must be completed. Goods must be removed from aisles to allow aisles carpeting.

Stand decoration is still permitted

Halls close

Daily deliveries should be sent to Fairexx office, where transport to exhibit area may be arranged. No further vehicle access to Fiera ground from Friday 18:00 until 21:00 on Tuesday 30 August 2016.

➤ **Saturday 27 August**

08:00 – 11:00

11:00 – 12:30

08:00 – 12:30

Stand decoration only

Halls inspection

Staff meetings may be held on stands

Congress Opening Hours:

➤ **Saturday 27 August**

12:30 – 18:00

12:30 – 15:30

17:00 – 18:30

18:00

18:00 – 19:15

Exhibition OPEN (All stands must be manned)

Refreshments in Exhibition & ESC Plaza

Inaugural Session (Rome Main Auditorium)

Exhibition closes

Networking reception in ESC Plaza

➤ **From Sunday 28 August to Tuesday 30 August**

09:00 – 18:00

Exhibition OPEN

➤ **Tuesday 30 August**

➤ 09:00 – 18:00

Exhibition OPEN

➤ 20:00 – 24:00

Removal of stand valuables. Dismantling is not allowed

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

➤ **Wednesday 31 August**

The exhibition will not be open to delegates. **No Dismantling** and no vehicle access to the venue **until 14:00**. A breakdown letter will be sent to all exhibitors on Tuesday 30 August. **From 16:00**, full breakdown of the stand packages ordered from the local stand supplier. Any material left in the stand will be cleared by the supplier.

Exhibitor Badges

- 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 24 August

14:00 – 18:30

Thursday 25 August

08:00 – 18:00

From Friday 26 August

08:00 – 18:30

to Tuesday 30 August

Working passes will only be delivered at the East entrance and Temporary working passes at North and West entrances of Fiera Roma





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 persons working in the Exhibition halls during these periods must wear the appropriate equipment.

Stand Services and catering

For stand services orders (furniture, walls, flowers, electricity, power during build up, water, cleaning, waste management, stand security, catering etc), visit the Exhibitor Services Desk located in Exhibition 2, see the black cross on the map.

This office will be opened from Monday 22 August to Thursday 1 September.

If you require any assistance, feel free to contact:
 Fiera di Roma Exhibitor Services: +39 06 65 074-665/-666
 Fiera Catering Service: +39 066 507 4241



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 trucks can go to West Entrance where there is a long term parking available during congress days. Note that this parking is free of charge therefore no security service is provided. 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 22 to Friday 26 August 2016):** Several snack bars will be open from 07:30 to 20:00 and are located at the Entrance of the Exhibition Halls.
- **For the dismantling period (on Wednesday 31 August and Thursday 1 September 2016):** Snack bars are open from 07:00 to 20:00 on Wednesday 31 August and from 07:30 to 20:00 on Thursday 1 September and are located at the Entrance of the Exhibition Halls.
- **During the Congress:** Several restaurants are open from 07:00 to 21:00 and are spread.
- **Catering for stands.** For any late stand catering orders, please go to the Exhibitor Services desk.

Waste Management

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 Fiera di Roma at the Exhibitor Services desk.

IMPORTANT: custom stand only

A dedicated Fiera di Roma 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 Fiera di Roma team.

Once the stand is built, the exhibitor/stand builder should contact the dedicated Fiera di Roma 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.



Badge Readers, Internet and AV

If you need to pick up or need any assistance with your badge reader(s), visit the Exhibitor Desk.
Léni Hotline: +39 064 040 5182

Hostesses and temporary staff:

AIM Group is the official hostesses and temporary staff provider; please feel free to call Ferraro Antonella on +39 340 6286414 for any assistance.

Business Centre:

The nearest business centre is located 3km from the venue, please see below the details:

BRICOSI CANTERI PROFESSIONAL s.r.l.

Ponte Galeria - Via Portuense, 1501/E - 00148 (RM)

Tel: +39 06 65002430 – Fax: +39 06 65001309

e-mail: canteri.bricosi@bricosi.it

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

Stand number starting by A to D and ESC Plaza

Mr. Stefan Grunwaldt

Mobile: +49 173 212 9410

Email: stefan.grunwaldt@fairexx.com

Industry & CRT Lounge

A lounge is made available to all industry partners during the Congress. This lounge is located in Exhibition 4 by the Hands-On Tutorials and it will be open from 08:00 to 18:00 from Saturday 27 August to Tuesday 30 August.

Exhibition Lounges

Room construction, equipment and furniture - StudioArancio: +39 392 962 2714

Please contact Ms. Julia Meunier: +39 342 703 0076

Industry Debrief

An Industry debrief will be held from 11.00 to 12.00 on Tuesday 30 August in the ESC Meeting Room 1 which is located in the Passerella, Exhibition 2 - Level 1.

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

Abir Ghorab: +39 345 263 7073 or Nouredine M'Ghari: +39 334 632 4817

We wish you a very successful congress.

Kind regards,
ESC Industry Services Team