



4 EXHIBITION LOUNGE

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In exhibition lounges, the ESC allows companies to host a limited number of guests and organize small and informal meetings (approx 20 pax) in a range of rooms available within the congress centre.

Strictly forbidden: meetings with any formal presentations for delegates.

Should a company wish to arrange company staff meetings, briefings, investigators or other type of closed meetings during the congress hours and within the Congress Centre, please refer to "Closed Industry Meeting" which will accommodate such requirements.

What is an exhibition lounge?

The ESC will build standard 66 m² rooms within the congress centre reserved for a minimum of 5 days.

Where do they take place?

Exhibition lounges within the congress centre will be located by the exhibition area.

When do they take place?

Unless otherwise agreed, rooms are rented for a minimum of 5 days, from Friday 30 August to Tuesday 3 September 2013.

What is the cost?

€ 12 000 (Excl. VAT)

4.1 Procedure

For supporting companies a stand is required to obtain permission to rent an exhibition lounge.

Supporting companies must submit the e-application form.

Rooms will be assigned on a first come first served basis.

The ESC will propose a room and the company will have the right to accept or decline.

ESC will then provide the list of official suppliers (Catering, AV equipment, furniture, hostesses...).

- Contact roomservices@escardio.org
- Deadline for Application: **28 June 2013.**

4.2 Room Access

Unless otherwise agreed, organisers will have access to their assigned room on Friday 30 August 2013 at 08:00.

Friday 30 August:	08:00-22:00	Access for Exhibitors / Access for delegates not allowed
Saturday, 31 August:	08:00-20:00 15:00-20:00	Access for Exhibitors Access for delegates
Sunday 1 Monday 2, August:	08:00-20:00 09:00-18:00	Access for Exhibitors Access for delegates
Tuesday 3, September:	08:00-19:00 09:00-18:00 18:00-19:00	Access for Exhibitors Access for delegates Exhibitors must remove all personal items from the room by Tuesday 19:00.

Wednesday, 04 September: 00:00-22:00 Exhibition booths dismantling

4.3 Room set-up

Room set-up (furniture and AV) need to be ordered from ESC official suppliers and are billable as extras

4.4 Logistical coordination

Once acceptance of the proposed room is confirmed, ESC will provide the company with the Official Supplier's Details selected for their professionalism and expertise.

- Furniture
- Room set up
- Audiovisual equipment
- Telephone, fax and internet connection
- Catering
- Hostesses