

Dear Exhibitor,

This Update contains important logistical information concerning **EHRA EUROPACE 2013**. Therefore, please ensure this message and the Industry Guidelines are distributed to all your staff and agencies involved in this Congress.

All the stand service order forms and the Industry Guidelines are available on the following site:

<http://www.esceexhibition.org/EUROPACE2013>

The poster features the main title 'EUROPACE EHR 2013' at the top, with 'THE MEETING OF THE EUROPEAN HEART RHYTHM ASSOCIATION (EHRA)' written below it. The location and dates 'ATHENS GREECE 23-26 JUNE' are prominently displayed. A central graphic consists of glowing blue and red lines forming a heart shape, with several key themes labeled: SCIENCE, NETWORK, HEART, PATIENT, TECHNOLOGY, EDUCATION, and EXPERTISE. At the bottom, the website 'www.escardio.org/EHRA' is provided. Logos for 'cardiom' and the 'EUROPEAN HEART RHYTHM ASSOCIATION' and 'EUROPEAN SOCIETY OF CARDIOLOGY' are also present.

EUROPACE EHR 2013
THE MEETING OF THE EUROPEAN HEART RHYTHM ASSOCIATION (EHRA)

ATHENS
GREECE
23-26 JUNE

SCIENCE
NETWORK
HEART
PATIENT
TECHNOLOGY
EDUCATION
EXPERTISE

www.escardio.org/EHRA

Organized in collaboration with

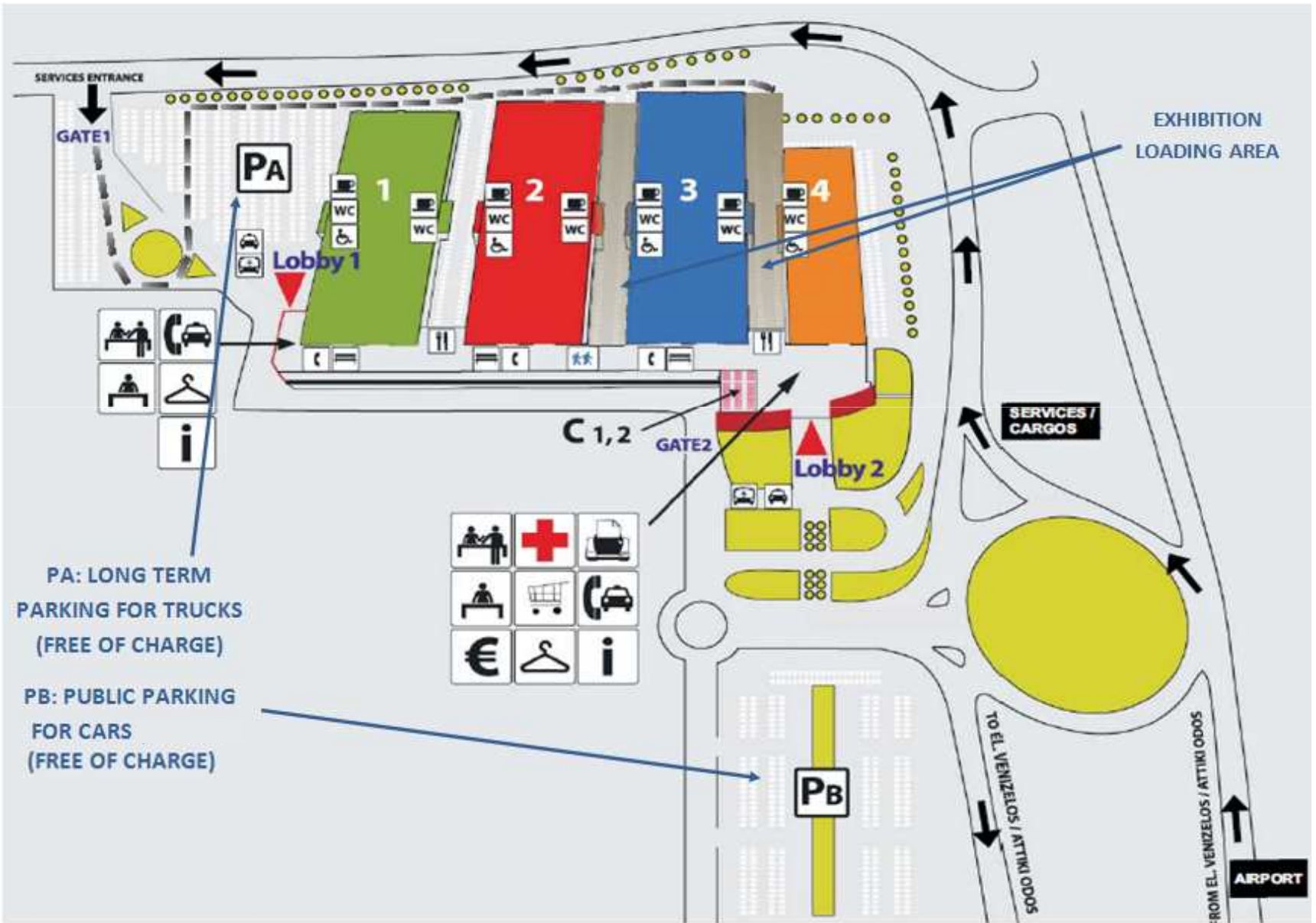
cardiom

EUROPEAN HEART RHYTHM ASSOCIATION
EUROPEAN SOCIETY OF CARDIOLOGY

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ACCESS & PARKING



PA: LONG TERM
PARKING FOR TRUCKS
(FREE OF CHARGE)

PB: PUBLIC PARKING
FOR CARS
(FREE OF CHARGE)

BUS SCHEDULES

Bus transfers will be daily available from major hotels and Athens airport to the Metropolitan congress centre.

The bus schedules will be available on our exhibitor website :

<http://www.esceexhibition.org/EUROPACE2013/exhibition/default.aspx>

Direct link to the schedule :

<http://www.esceexhibition.org/EUROPACE2013/exhibition/ESC%20Items/EHRA%202013%20Transport%20Made%20Easy%20-%20Bus%20Schedule.pdf>

BUILD UP & DISMANTLING

1. Make sure to book a unloading [timeslot](#) from **FAIREXX**, the Official ESC Logistics Provider. They will manage trucks arrival and access to the Hall 3 for unloading.
2. On arrival, drivers should report to **FAIREXX** staff to obtain a **Working Pass**. This pass carries the name of the individual, company and booth number and needs to be carried at all times during the build up/break down.

3. Build-up Schedule:

Thursday 20 June	08:00 – 12:00	Exhibition Build-up (>120m ² stand area only)
	12:00 – 23:00	Exhibition Build-up (>70m ² stand area only)
Friday 21 June	08:00 – 12:00	Exhibition Build-up (>25m ² stand area only)
	12:00 – 23:00	Exhibition Build-up (all stands)
Saturday 22 June	08:00 – 15:00	Exhibition Build-up (all stands)
	15:00 – 20:00	Exhibit decoration only
Sunday 23 June	08:30 – 12:00	Exhibition CLOSED – ESC inspection and staff briefings can be held on the stands
	12:00 – 19:00	Exhibition OPEN

Break Down Timetable

Wednesday 26 June	08:30 – 12:30	Exhibition OPEN
	12:30 – 15:00	Exhibition CLOSED
	15:00 – 23:00	Exhibition Dismantling
Thursday 27 June	08:00 – 20:00	Exhibition Dismantling

IMPORTANT:

No dismantling before 15:00 Wednesday 26 June. If valuables are removed on Wednesday morning, stands must be presentable & retain visuals until dismantling starts.

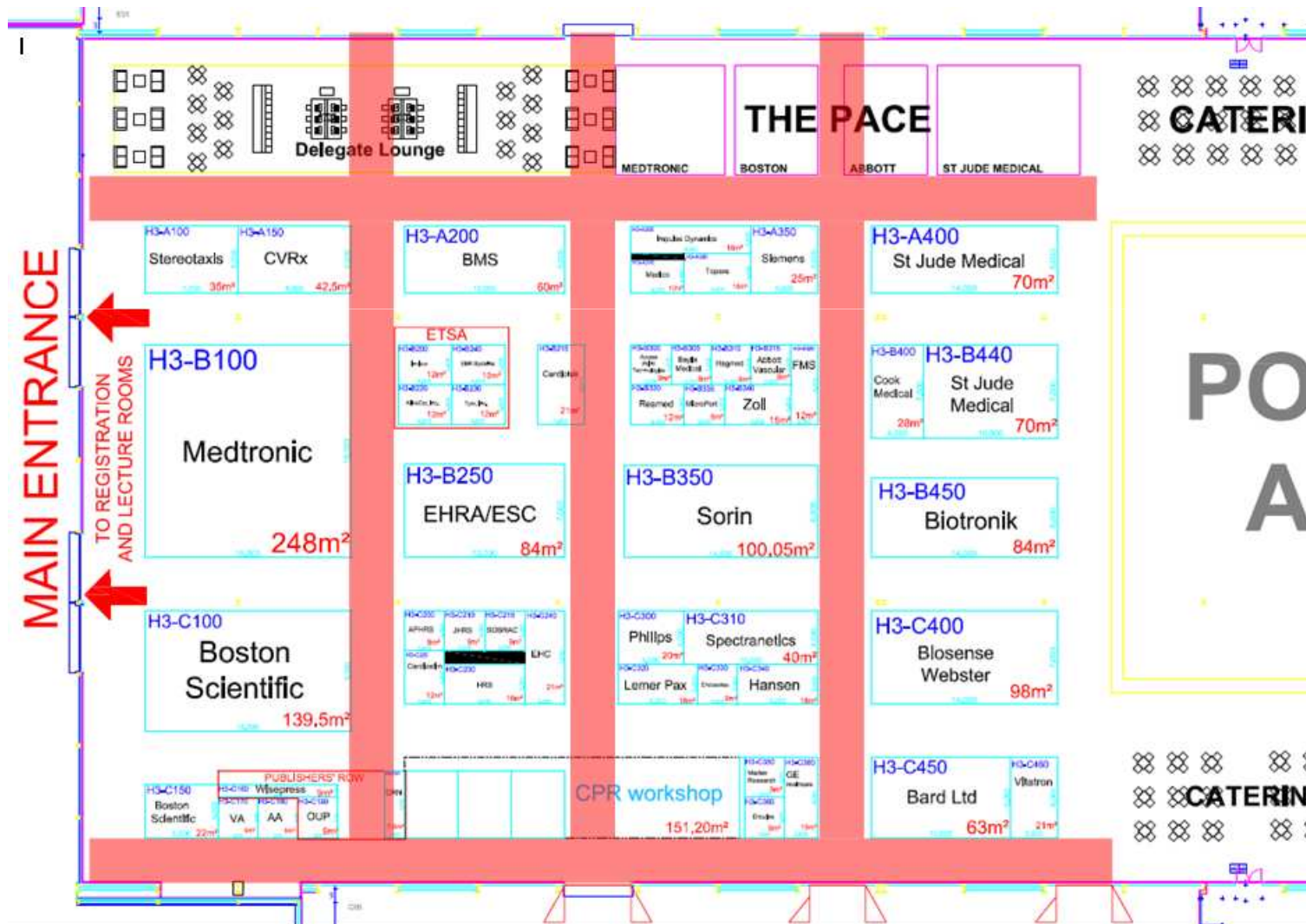
Please note:

- 1) The limited dismantling time.
- 2) Exhibition is OPEN on Wednesday until 12:30.

BUILD UP & DISMANTLING

Freight Free Aisle

There are main freight free aisles running through the exhibition. The route marked in red needs to be kept free of all goods and refuse **AT ALL TIMES** to enable fast access and exit from all areas of the Hall. See plan below for more details.



Stand packages:

Daily cleaning prior to opening and during the congress are included in stand packages offers.

Custom stands:

Waste removal is included in the daily cleaning.

If you choose to not order cleaning, your stand wastebasket(s) will not be emptied by the Expowork team.

Waste removal:

Please note that no waste removal service is available from the Metropolitan for stand structures/pieces. It is therefore essential that all exhibitors manage their own waste removal from the site.

CLEANING SERVICES				
Type 1				
Cleaning services for stands, during the night prior to the first day of the exhibition's operation (cleaning of exhibits not included)				
REFERENCE	DESCRIPTION	PRICE	QUANTITY	VALUE
04020500	Stands up to 50m ²	€ 57.00		
04020600	51m ² to 100m ²	€ 107.00		
04020700	101m ² to 150m ²	€ 150.00		
04020800	151m ² to 200m ²	€ 193.00		
04020900	Over 200m ²	Upon special arrangement		
Type 2				
Cleaning services for stands daily before the opening of the exhibition(cleaning of exhibits not included)				
		4 days		
04021000	Stands up to 50m ²	€99.00		
04021100	51m ² to 100m ²	€194.00		
04021200	101m ² to 150m ²	€279.00		
04021300	151m ² to 200m ²	€364.00		
04021400	Over 200m ²	Upon special arrangement		

Contact: sales@expowork.gr

SECURITY

The ESC undertakes the general surveillance service of the Building, both by day and at night.

Each Exhibitor is responsible for the security of their stand and exhibit. Exhibitors are recommended to pay close attention to the exhibits during the stand construction and dismantling periods. We strongly urge exhibitors to secure their stand against theft or damage. Valuable objects, which may easily be removed, should be locked away during the night or whenever the stand is left unattended. Particular attention should be paid to goods awaiting collection at the end of the Congress. The ESC accepts no responsibility for goods stolen from exhibits.

The ESC may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of EHRA EUROPACE, or who refuses to comply with the local safety rules.

Security services on your booth can be ordered directly through our local agent, for more details please contact:



EXPOWORK S.A.

Integrated Exhibition & Congress Systems

METROPOLITAN EXPO- T.K./P.C. 19019 - T.Θ./P.O. BOX 80048

Tel: +30 210 354 2990

Fax: +30 210 354 2998

E-mail: sales@expowork.gr

Official Forwarder and Lifter for EHRA EUROPACE 2013:

Fairexx Logistics for Exhibitions GmbH

Contact: Mr. Stefan Grunwaldt

Tel: +49 304 403 4713

Fax: +49 304 403 4779

Email: stefan.grunwaldt@fairexx.com

On-site contact: Stefan Grunwaldt - Tel: +49 173 212 9410

Shipment from outside the European Union (customs clearance required)

Greek customs procedures require a deadline for arrival of 14 days prior the delivery date. Therefore it is strongly advised to make use of the Fairexx transit option via their facilities in Munich -Germany.

Shipment from outside the European Union should arrive at the below address before **10 June 2013**

Fairexx Logistics for Exhibitions GmbH

c/o MULTIOLOGISTICS GmbH

Modul D/3rd Floor

Suedallee – Cargoterminal

85356 Munich Airport – Germany

Notify: EHRA EUROPACE 2013/ Exhibitors Name/ Stand Number – Hall 3

Send to Fairexx a pre-advice by fax or by email to

Fax: +49 304 403 4779

Email: stefan.grunwaldt@fairexx.com

Check the required documents required for customs clearance for Non- European Union shipments on the Fairexx Manual available online:

<http://www.escehhibition.org/EUROPACE2013/exhibition/default.aspx>

Shipment from European Union (no customs clearance required)

Shipment from European Union should arrive at the below address before **12 June 2013**

Fairexx Logistics for Exhibitions GmbH

Kesselbodenstrasse 34
85391 Allershausen
Germany

Notify: EHRA EUROPACE 2013/ Exhibitors Name/ Stand Number – Hall 3

Send to Fairexx a pre-advice by fax or by email to

Fax: +49 304 403 4779

Email: stefan.grunwaldt@fairexx.com

Airfreight

Your airfreight shipments should arrive at Munich International Airport (MUC) no later than **10 June 2013**.

See consignee address below.

Fairexx Logistics for Exhibitions GmbH

c/o MULTIOLOGISTICS GmbH
Modul D / 3rd Floor
Suedallee – Cargoterminal

85356 Munich Airport – Germany

Notify: EHRA EUROPACE 2013/ Exhibitors Name/ Stand Number – Hall 3

Send to Fairexx a pre-advice by fax or by email to

Fax: +49 304 403 4779

Email: stefan.grunwaldt@fairexx.com

Send your shipments prepaid, on own Masterairwaybill, consigned to above mentioned address. 3 original invoices and packing list should be attached to the Airwaybill

Seafreight shipments

For Seafreight shipment contact Fairexx

Full /Half Trailer Loads

Full/Half Trailer Loads should arrive directly at the METROPOLITAN EXPO in accordance with the official build-up dates and timeslots that should be booked from Fairexx. The time slot form is available on-line: <http://www.escehhibition.org/EUROPACE2013/exhibition/default.aspx>

All vehicles must arrive at the following address:

Fairexx Logistics for Exhibitions GmbH

c/o Athens the METROPOLITAN EXPO S.A.

Athens International Airport "Eleftherios Venizelos" – North Entrance

19019 Spata - Greece

Notify: EHRA EUROPACE 2013/ Exhibitors Name/ Stand Number – Hall 3

For deliveries of semi & full loads during the build up, make sure you send back the timeslot request form available on our web site to Fairexx to let them schedule your trucks.

Within the limits of the METROPOLITAN EXPO, FAIREXX (official freight forwarder) and its agents act with the authority of the ESC on its behalf in matters concerning vehicle, logistics, security, freight forwarding, freight lifting and storage of goods. If the Exhibitor requires that parcels be delivered to their booth or be return to their truck, the Official freight forwarders, Fairexx, can assist in this regard. For more information please consult the Fairexx Shipping Manual available on: www.escehhibition.org/europace2013/default.aspx

We would like to remind Exhibitors with a custom stand that it is Mandatory to pass through Expowork for all electricity connections. You must also complete an [Electrician Declaration Form](#).

For exhibitors with a stand package, the electric connection is included in the package.

[A Stand Services Catalogue](#) and order forms for more services (hostesses, catering, video, prints, furniture...etc.) are available on our exhibitor website:

<http://www.esceexhibition.org/EUROPACE2013/exhibition/default.aspx>

If you should require more details on the stand services available, feel free to contact:



EXPOWORK S.A.

Integrated Exhibition & Congress Systems

Tel: +30 210 354 2990

Fax: +30 210 354 2998

E-mail: sales@expowork.gr

EXHIBITION OPENING HOURS

Thursday 20 June	08:00 – 12:00	Exhibition Build-up (>120m ² stand area only)
	12:00 – 23:00	Exhibition Build-up (>70m ² stand area only)
Friday 21 June	08:00 – 12:00	Exhibition Build-up (>25m ² stand area only)
	12:00 – 23:00	Exhibition Build-up (all stands)
Saturday 22 June	08:00 – 15:00	Exhibition Build-up (all stands)
	15:00 – 20:00	Exhibit decoration only
Sunday 23 June	08:30 – 12:00	Exhibition CLOSED – ESC inspection and staff briefings can be held on the stands
	12:00 – 19:00	Exhibition OPEN
	18:30 – 19:00	Opening reception in the Exhibition Hall
Monday 24 June	08:30 – 18:00	Exhibition OPEN
Tuesday 25 June	08:30 – 18:00	Exhibition OPEN
Wednesday 26 June	08:30 – 12:30	Exhibition OPEN
	12:30 – 15:00	Exhibition CLOSED
	15:00 – 23:00	Exhibition Dismantling
Thursday 27 June	08:00 – 20:00	Exhibition Dismantling

Outside of the exhibition opening hours, delegates will pass through the exhibition to access the lecture rooms.
Exhibitors should therefore take all reasonable precautions to protect valuables on their stand.
All exhibiting staff must wear an Official EHRA EUROPACE 2013 badge at all times within the venue.

Exhibitors are entitled to a certain number of free badges. The number of free badges for each Exhibitor will be determined according to the floor space allocated as shown below. Please note that company names other than those of listed exhibiting companies are not permitted.

Stand size between:	General Exhibitor Badges	Scientific Exhibitor Badges
9 and 49 m ²	10	10
50 and 99 m ²	18	18
100+ m ²	25	25

IMPORTANT:

Exhibitor badges are reserved for staff working directly in the organisation and management of stands, satellite symposia and sponsored activities.

General Exhibitor badges do not give access to the Scientific Sessions.

Each exhibitor is entitled to a defined number of Scientific Exhibitor Badges which will enable the bearer to access the Scientific Sessions of EHRA EUROPACE 2013

Please note that exhibitor badges (general & scientific) do not give entitlement to a congress bag or certificate of attendance.

Send your order completed [badge order form](#) at EPregistration@escardio.org (deadline May 22th)
(click two times "cancel" if password asked)

The Exhibitors Registration Desk is situated **in the Registration Area** :

Exhibitors Registration Opening Hours:

Saturday 22 June	14:00 – 18:30
Sunday 23 June	07:30 – 18:30
Monday 24 June	07:30 – 18:30
Tuesday 25 June	07:30 – 18:30
Wednesday 26 June	07:30 – 14:00

Additional Exhibitor Badges:

During the congress, only additional general exhibitors badges can be purchased. It will not be possible to buy any additional scientific badges or to do a name change on the badges already printed (please indicate each person's name on your order).

The price of the extra badges will be **100,00 €** + VAT if applicable per badge. Credit card payments and cash in Euro only will be accepted.

Working Passes:

In the interest of security, only those individuals directly responsible for the erection and dismantling of the stands will be permitted in the Exhibition area during stand construction and dismantling times. To this end, Working Passes will be given out at the Exhibitor Registration desk and at the lorry unloading area during stand construction and dismantling times. Registered Exhibitors may also gain entrance to the Exhibition hall during installation and dismantling times by showing their Exhibitor badge at the entrances.

Badge Readers

Recording a prospective customer's information can be done by using the EHRA EUROPACE 2013 Badge Readers. For more information, please download the following information forms:

- **LENI Classic Badge Reader:**



To place your order, please go to the web portal available below:

<http://www.events-eurodocument.com/europace2013/eng/prestation.php?category=1003>

If you should require more details on badge readers, feel free to contact **LENI**

Email: MBuisson@eurodocument.com

CATERING

Catering services must make sure that the rules and regulations laid down by the Greek authorities are observed. However, Exhibitors are allowed to establish serving areas at their stand, but only after approval by and according to specifications laid down by the local caterer.

Exhibitors are allowed to hand out food and beverage samples of their own products under specific conditions. Under no circumstances will the exhibitors be allowed to sell food or beverages from their stand.

All food & drink offered in the exhibition must be arranged as much as possible via the official caterer.

The official EHRA Europace 2013 is :

**Dill SA (Aria Gefseon)**

Harilaou Trikoupis 85A
str., 14563 Kifissia,
Greece

Tel: +30 210 6233456, +30 210 9656388,

Fax: + 30 210 9656589,

www.aria.gr

e-mail: sales@aria.gr

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 strictly forbidden anywhere in the building.

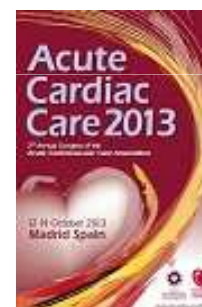
Alcohol

Exhibitors must not serve any alcoholic beverages from the stand.

We look forward to welcoming you to a successful event in Athens !



ESC Congress 2013
31 August – 4 Sept. 2013,
Amsterdam The Netherlands



Acute Cardiac Care 2013
12 – 14 October 2013
Madrid – Spain



EuroEcho & other Imaging modalities 2013
11 – 14 December 2013
Istanbul - Turkey

If you have any questions about the Exhibition at EHRA Europace 2013, please contact:

europaceexhibition@escardio.org or +33 4 92 94 35 14