



UPDATE MESSAGE

Dear Industry Partner,

This document contains important logistical information concerning the exhibition at EuroEcho-Imaging 2014.

Therefore, please ensure this message and the Guidelines for Industry Participation are distributed to all your staff and agencies involved in this Congress.

Both documents are available on:

<http://www.escexhibition.org/EuroEcho-Imaging2014/Exhibition/default.aspx>

Should you need to contact me on site please use the following number: Mrs. Abir Ghorab - **Tel: +43 676 331 5237**





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1. Access

EuroEcho-Imaging 2014 will be held in the **Messe Wien**, Vienna, Austria.

The exhibition is located on the ground floor in Hall B.



Cars and forklifts cannot be driven into the exhibition hall. Always park your vehicle in the allotted space outside. Space is limited – as soon as you have unloaded, please move your vehicle away from the unloading area.

On arrival, drivers should report to uniformed staff from Fairexx, the official ESC logistics provider, to obtain a Working Pass. This pass needs to be carried at all times during the build up/break down.

Do not forget to book the time slot for your trucks arrival here:

<http://www.escehhibition.org/EuroEcho-Imaging2014/ESC%20Items/EuroEchoImaging%202014%20Timeslot%20Request%20Form.pdf>

For more details, see venue floor plan and loading access plan on:

<http://www.escehhibition.org/EuroEchoImaging2014/Exhibition/default.aspx>

Parking:

Always park your vehicle in the allotted space. Note that parking is not allowed in front of doors or on ramps. Information about truck and car parking is available on:

<http://www.escehhibition.org/EuroEcho-Imaging2014/Exhibition/default.aspx>



2. Build up and Break Down

Build up and Break Down Schedule

Exhibition Build Up:

- Monday 01 December 08.00 – 20.00 **Exhibition build-up – For self stand only**
- Tuesday 02 December 08.00 – 18.00 **Exhibition build-up – For all exhibitors**
18.00 – 20.00 **Stand decoration only**
- Wednesday 03 December 08.00 – 09.00 **Stand decoration only and ESC inspection**

Dismantling: NO DISMANTLING BEFORE SATURDAY 06 DECEMBER 13:00

- Friday 05 December 19.00 – 20.00 **Delivery of empty packaging cases by Fairexx (if booked) & removal of valuables**
- Saturday 06 December 2014 08:00 – 13:30 **Exhibition Closed**
13:00 – 24:00 **Exhibition dismantling**



Important Information on Build up and Break Down

- All construction must be completed imperatively by **18:00 on Tuesday 02 December** for cleaning and carpeting of the aisles. Any packing cases still left in the aisles will be removed at the exhibitor's expense.

- **Stand packages ordered from the official stand supplier, Expoxx** will be ready for decoration and set up **on Tuesday 02 December 08.00.**

- **No dismantling before 13.00 on Saturday 06 December.**

Although the removal of the valuable will be possible from **19.00 on Friday 05 December**, stands should not be dismantled.

- **Exhibitors who have stand package** should remove all personal items from the stand by **Saturday 06 December 15.00.** All remaining material will be considered as rubbish.



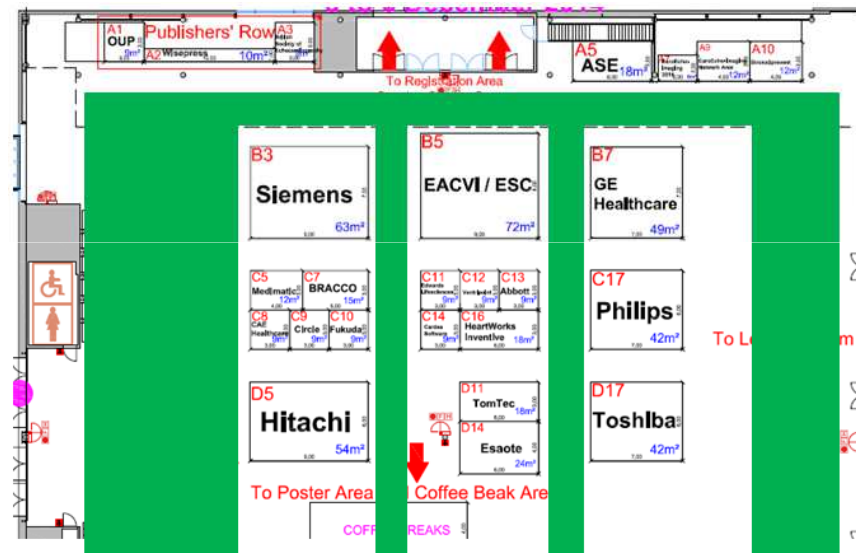
Freight Free Aisles:

All stands are separated from other neighbouring exhibits by aisle(s). Demonstration areas may not be set on the aisle line of the exhibit; space must be left within the stand area to absorb the spectators.

Should the spectators interfere with the normal traffic flow in the aisle or overflow into neighbouring exhibits, the presentation must be limited or stopped immediately.

No objects, including signs or advertisements, may project into the visitor's aisles.

The route marked in green 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 attached for more details.





3. 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.

Security services can be ordered from CAM Security the hostess and security guards agency.

Form is available here:

<http://www.essexhibition.org/EuroEcho-Imaging2014/ESC%20Items/Hostess%20and%20Security%20order%20form%20-%20EuroEcho-Imaging%202014.pdf>

The ESC may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of EuroEcho-Imaging 2014, or who refuses to comply with the local safety rules.



4. Cleaning and Waste

Exhibitors are responsible for the cleaning of their own exhibit and the disposal of waste generated before and after the event.

Exhibitors should manage (contract and pay for) their waste removal and stand cleaning through the official supplier.

Waste Management order form is available in the stand supplier's catalogue here:

<http://www.escehhibition.org/EuroEcho-Imaging2014/ESC%20Items/Exhibitors%27%20Catalogue.pdf>

Unattended rubbish left in aisles straight before the opening of the exhibition will be removed at the Exhibitor's expenses.



5. Delivery Address and Storage

Within the limits of the Messe Wien fairground, 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 the EuroEcho-Imaging 2014.

More details on shipments and deadlines are available in the Fairexx Manual on:
<http://www.escehhibition.org/EuroEcho-Imaging2014/Exhibition/default.aspx>

For any question, you can contact

Mr. Florian Wallmann

Tel: +49 304 403 47 79

Email: Florian.Wallmann@fairexx.com



6. Stand Services

Should you need assistance with regards the following topics, please contact the appropriate person.

- **Stand structure** - incl. stand package, furniture, plants/flowers, carpet/flooring as well as **cleaning and electricity** please contact:

Mrs. Eva Kapcsos - eva.kapcsos@expoxx.at – Tel: +431727206216

Important

If you need 24h electricity for your stand you should order it because the electrical technician will switch off the electricity in all the venue one hour after the end of each congress day

- **AV equipment orders**, please contact: Mr. Mischa Volavsek - m.volavsek@mediensysteme.at
- **Internet connection**, please contact: Mr. Jeckel Willibald - jeckel@kapsch.net
- **Hostess and security staff**, please contact: Mr. Kurt Hoffelner - k.hoffelner@cam-security.at
- **Catering orders**, please contact: Mr. Andreas Förlinger - messe@gerstner.at or Mrs. Andrea Jann - jann@gerstner.at

Important

Please note that it is forbidden to take food and/or drinks into the building or to keep them on the premises unless ordered through the official caterer.



7. Exhibition Opening Hours

- Wednesday 03 December 09.00 – 19.00 **Exhibition OPEN**
10.30 – 11.00 Coffee Break *
16.00 – 17.30 Inaugural Session
17.30 – 19.00 Networking Reception in the exhibition area
- Thursday 04 December 08.30 – 17.30 **Exhibition OPEN**
10.00 – 11.00 Coffee Break *
15.30 – 16.30 Coffee Break *
- Friday 05 December 08.30 – 17.30 **Exhibition OPEN**
10.00 – 11.00 Coffee Break *
15.30 – 16.30 Coffee Break *

* Free coffee will be served in the Exhibition and Poster Areas

Important

All exhibiting staff must wear an Official EuroEcho-Imaging 2014 badge at all times within the venue.



8. Exhibitor Registration

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 will not be produced or allowed.

Stand size between	General Exhibitor Badges	Scientific Exhibitor Badges
9 and 49m ²	4	4
50 and 99m ²	8	8
100m ² +	12	12

Exhibitor badges are reserved for staff working directly in the organisation and management of exhibits, industry sponsored sessions and sponsored activities.

- General Exhibitor badges do not give access to EuroEcho-Imaging 2014 Scientific Sessions.

- Scientific Exhibitor Badges give access to the Scientific Sessions of EuroEcho-Imaging 2014.

Neither badge entitles the holder to get a congress bag, a certificate of attendance and do not include a journal subscription.



Exhibitor Badge Orders:

For your badge orders please contact the registration team: eeregistration@escardio.org

Additional Exhibitor Badges :

If the number of free Exhibitor badges is insufficient, only General Exhibitor Badges may be purchased on-site at a price of **€50.00** per badge, **excl. VAT**.

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 loading area during stand construction and dismantling times by Fairexx. Registered Exhibitors may also gain entrance to the Exhibition hall during installation and dismantling times by showing their Exhibitor badge at the entrances.

Exhibitor Registration Opening Hours:

- Tuesday 02 December 14.00 -18.00
- Wednesday 03 December 07.30 -18.30
- Thursday 04 December 07.30 -18.30
- Friday 05 December 07.30 -18.30
- Saturday 06 December 07.30 -13.00



9. Badge Readers

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



For more details, please consult the following web site:

www.escehhibition.org/ACC2014





10. Stand Design and Activity Approval

Stand Drawings and Designs:

- **Stand drawings can be deemed approved for construction only once written approval has been secured from the ESC.**
- Exhibits must be displayed on stands for the entire duration of the exhibition; display of products other than those listed in the application is not permitted.

Stand Activities & Items for distribution:

- Please ensure that you have declared to ESC your planned stand activity and items for distribution by sending your stand activity acknowledgment form.
- Distribution and/or display of printed material by industries and/or its agents is limited to the company's exhibition space only or the "Information Tables", which will be specifically set up for that purpose and marked as such.
- **Please note that stand activities should adhere to the rules stated in the Guidelines for Industry Participation.**



11. 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 forbidden throughout the Building. Ashtrays and ash urns are prohibited in the exhibit area.

Alcohol:

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

Insurance:

All exhibitors must send a copy of their insurance certificate to the organisers (euroechoservices@escardio.org) **at least 10 days before** the opening of the

Industry Debrief Meeting:

A post congress meeting will be held on Friday 05 December 2014, from **11:00 to 12:00** in ESC Meeting **Room, Level 1**. This meeting will allow you to provide feedback on the event.