



UPDATE MESSAGE

Dear Industry Partner,

If you are organising a Satellite symposium or an Imaging Campus or if you ordered a Function Space this document contains important logistical information concerning the Industry Sponsored sessions 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.esceexhibition.org/EuroEcho-Imaging2014/Industry%20Sponsored%20Sessions/default.aspx>

Should you need to contact us on-site please use the following numbers:

Mrs. Abir Ghorab - **Tel: +43 676 331 5237**

Or

Ms. Samantha Bickham – **Tel: +43 676 750 2639**





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1. Access to Imaging Campus and Function Space rooms

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

Imaging Campus rooms and Function Spaces are located in Level 1



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/EuroEchoIaging%202014%20Timeslot%20Request%20Form.pdf>

For more details, see venue floor plan:

<http://www.escehhibition.org/EuroEcho-Imaging2014/ESC%20Items/EE%20Layout%2012052014.pdf>

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>



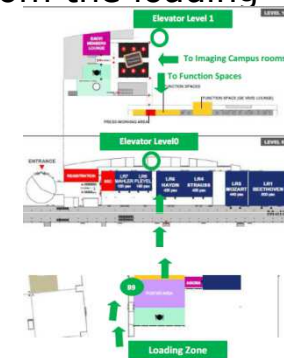
2. Set-up and Break Down for Imaging Campus & Function Space

You will receive the room keys and instructions from ESC Industry Services team on Monday 01 December afternoon.

You'll be allowed to visit the room and see from where you will bring your material from the loading zone to the room (access and elevator...).

Please see the access plan to Imaging Campus rooms and Function Spaces here:

<http://www.essexhibition.org/EuroEcho-Imaging2014/ESC%20Items/Access%20Plan%20to%20IC%20and%20FS.pdf>



Set-up Schedule for Imaging Campus & Function Space

- Tuesday 02 December 08.00 – 18.00 **Rooms set-up**
- Wednesday 03 December 08.00 – 18.00 **Imaging Campus rooms set-up**

On **Tuesday 02 December** you will be allowed to start the set up of the Imaging Campus rooms and/or Function Space if needed.

Some Imaging Campus' sessions start on Thursday 04 December, therefore Imaging Campus rooms can be still in set-up on Wednesday 03 December. However, because the congress starts on Wednesday 03 December, no more move in and out from the Imaging Campus rooms will be permitted. All the material should be inside the rooms before Tuesday 02 December 18.00.



Break Down Schedule for Imaging Campus & Function Space:

- Friday 05 December 19.00 – 20.00 **Removal of valuables**

- Saturday 06 December 08:00 – 13:00 **Exhibition Closed but congress still running**
 13:00 – 24:00 **Final Break down of Imaging Campus and Function Space**

Important:

On Friday 05 December from 19.00 to 20.00 it is possible for you to remove your material from the Imaging Campus rooms (same time slot than Exhibition). Note that if in terms of schedule it is not suitable for you to remove your valuable on Friday evening it is still possible to do so from Saturday 06 December 13.00.

Function Spaces are available for use until Saturday 06 December 13.00 therefore you can remove your material form Saturday 13.00.



3. Security

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

Each Industry is responsible for the security of their rooms. Industry Partners are recommended to pay close attention to their material during the build-up and dismantling periods. We strongly urge Industry Partners to secure their rooms against theft or damage. Valuable objects, which may easily be removed, should be locked away during the night or whenever the rooms are left unattended.

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. Waste Management

Industry Partners are responsible for the disposal of waste generated before and after the event of their own rooms.

Industry should manage (contract and pay for) their waste removal 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 corridors straight before the opening of the exhibition will be removed at the Industry'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. Suppliers' Services

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

- **Furniture, plants/flowers, carpet/flooring as well as cleaning and electricity**, please contact: Mrs. Eva Kapcsos - eva.kapcsos@expoxx.at – Tel: +43 172 720 6216

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: 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. 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:

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





8. Satellite Symposium information

Lecture Room Set-up

Lecture room basic equipment

- Chairs arranged theatre-style
- 1 lectern + 2 microphones + computer networked with the Speakers' Service Centre
- 2 tables with 4 chairs + 2 microphones + 1 VGA monitor
- Aisle microphones in the room for the delegates
- 1 Video-projector
- 1 screen
- Technician(s)
- 1 room hostess

Speaker Service Centre

The Speaker Service Centre offers the following services:

- Access to the Speaker Service Centre.
- Audio-visual assistance to all speakers from the session.

Speaker Service Centre Opening Hours

Tuesday 2 December	14.00 – 18.00
Wednesday 3 December	07.30 – 18.30
Thursday 4 December	07.30 – 18.30
Friday 5 December	07.30 – 18.30
Saturday 6 December	07.30 – 12.30

Important:

To avoid unexpected technical problems at the last minute, the session organiser is strongly encouraged to make sure their speakers use the Speaker Service Centre to preload all presentations. The session organiser or speakers must bring the presentations to the Speaker Service Centre a minimum of 3 hours prior to the session.

If speakers choose to use their own laptop, this is the responsibility of the company organising the session.



9. Exhibitor Registration

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.**

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 |



10. On-site promotional rules

Activities & Items for distribution:

- Please ensure that you have declared to ESC your planned activity and items for distribution by sending your stand activity acknowledgment form.
- **Lecture Room Roll-up & invitations**
 - **For Satellite Symposium:** Two Roll-ups can be displayed in front of the lecture rooms 1 hour before the beginning of the session. Distribution of invitation/flyers at the entrance of the assigned room 30 minutes before the beginning of the session, nowhere else in the building other than on the booth.
No product names/brand names, no misleading names that might be perceived as product/brand names, and no registered trademarks are allowed anywhere on promotional materials of any kind.
 - **For Imaging Campus:** One Roll-ups can be displayed in front of the Imaging Campus rooms. Distribution of material (flyers...) at the entrance of the assigned room, nowhere else in the building other than on the booth.
- **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 industry sponsored session 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:

Industry Partners are not allowed to serve any alcoholic beverages from their rooms.

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.