



# **EuroPRevent 2010**

## **Prague - Czech Republic**

### **UPDATE MESSAGE**

Dear Exhibitor,

This update contains important logistical information concerning EuroPRevent 2010.

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 are available on the following site:

<http://www.esceexhibition.org/EuroPRevent2010/default.aspx>



# **EuroPrevent 2010**

## **Prague - Czech Republic**

### **UPDATE MESSAGE**

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## **UPDATE MESSAGE**

### **1. Sponsorship Opportunities**

For queries on how to promote your company or other congress activity at EuroPRevent 2010, contact:

[sponsorship@escardio.org](mailto:sponsorship@escardio.org)

# EuroPrevent 2010

## Prague - Czech Republic

### **UPDATE MESSAGE**

#### **2. Access**

EuroPrevent 2010 will be held at the Hilton Prague, Czech Republic.

**For more details, please see the Loading Access plan on:**

<http://www.esccexhibition.org/EuroPrevent2010/ESC%20Items/Loading%20Zone%20Access%20Plan.pdf>

#### **Parking**

Trucks & Cars : We suggest you park your vehicles in the hotel parking lot.

For more details see plan below:

[http://www1.hilton.com/en\\_US/hi/hotel/PRGHITW-Hilton-Prague-hotel/directions.do;jsessionid=A25DC5FAB2C051ABA1BA7952F2DD21C5.etc56#parking](http://www1.hilton.com/en_US/hi/hotel/PRGHITW-Hilton-Prague-hotel/directions.do;jsessionid=A25DC5FAB2C051ABA1BA7952F2DD21C5.etc56#parking)

Price is 750 CZK per Day.

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### **UPDATE MESSAGE**

#### **3. Build up and Break Down**

Cars and fork lifts 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 carries the name of the individual, company and booth number and needs to be carried at all times during the build up/break down.

#### **Build Up Timetable**

<b>Tuesday 4 May</b>	<b>08:00 – 20:00 Exhibition build-up</b>
<b>Wednesday 5 May</b>	<b>08:00 – 11:00 Exhibition build-up</b>
	<b>11:00 – 12:00 ESC Inspection</b>
	<b>11:00 – 13:30 Stand Decoration only &amp; staff meetings on stands</b>



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### **UPDATE MESSAGE**

#### **Break Down Timetable**

**Friday 7 May 19:00 – 24:00 Dismantling**

#### **IMPORTANT:**

**NO DISMANTLING BEFORE 19:00 FRIDAY, 7 MAY.**

Outside of 'exhibition open' periods, delegates walk to lecture rooms along a route including the exhibition. Exhibitors' should therefore take all reasonable precautions to protect their valuables.

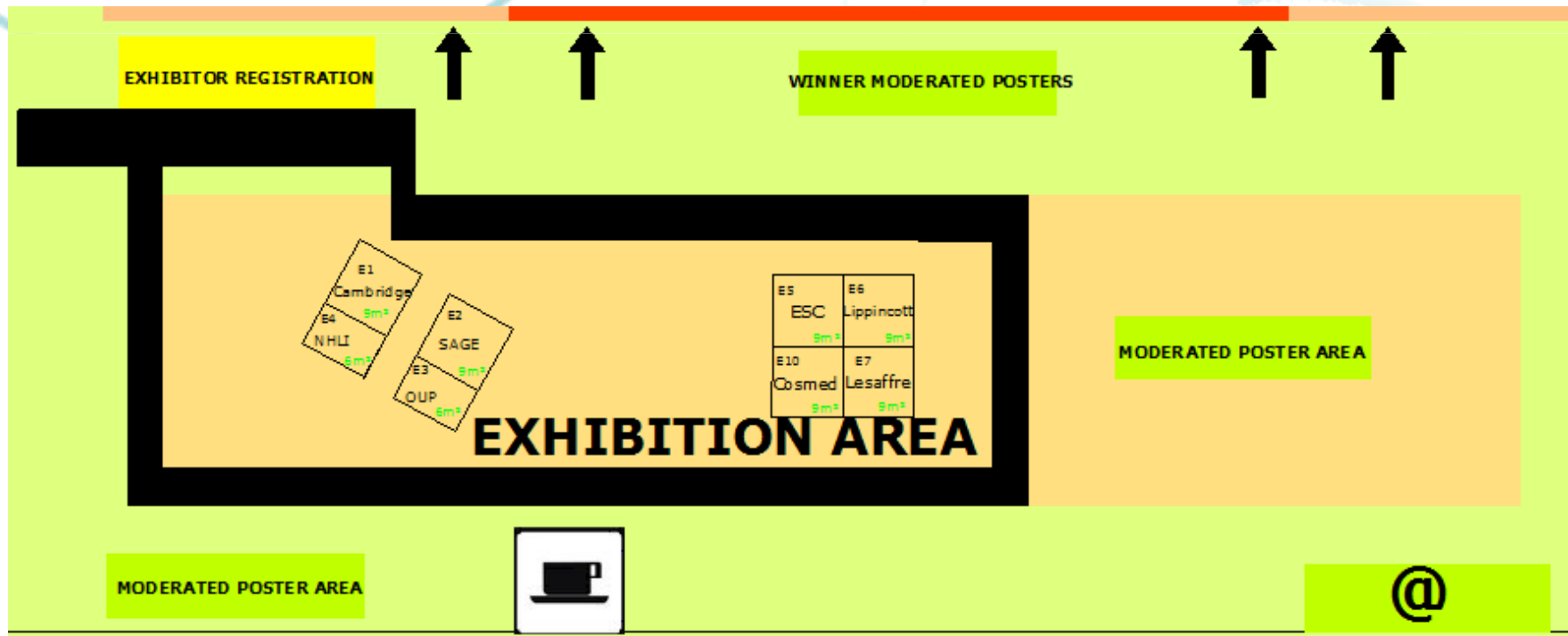
# EuroPrevent 2010

## Prague - Czech Republic

### UPDATE MESSAGE

#### **Freight Free Aisles**

There is one main freight free aisle running through the exhibition. This route marked in black 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 the plan below for more details.



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### **UPDATE MESSAGE**

#### **4. Security**

The Organisers will provide General Surveillance only within the Exhibition area. Note that delegates will be able to walk in the Exhibition area during closed hours – it is important that each exhibitor secures their stand against the risk of theft. The Organisers will accept no responsibility for loss or theft from stands.

Please contact the Hilton Prague:

**Mrs Jiri Kral**

Email: [jiri.kral@hilton.com](mailto:jiri.kral@hilton.com)



# **EuroPrevent 2010**

## **Prague - Czech Republic**

### **UPDATE MESSAGE**

#### **5. Delivery Address and Storage**

**FAIREXX** will arrange all storage and forwarding for EuroPrevent 2010.

Official contact:

**Stefan Grunwaldt**

**Tel: +49-30-4403 4713**

**Fax: +49-30-4403 4779**

**Email: [Stefan.Grunwaldt@Fairexx.com](mailto:Stefan.Grunwaldt@Fairexx.com)**

Feel free to consult the Manual below:

**<http://www.esceexhibition.org/EuroPrevent2010/Stand%20Services%20Download%20Area/Fairexx%20Manual.pdf>**

# **EuroPREvent 2010**

## **Prague - Czech Republic**

### **UPDATE MESSAGE**

**FAIREXX** will arrange all storage and forwarding for EuroPREvent 2010.

### **AIRFREIGHT:**

Your airfreight shipments should arrive at Berlin-Tegel airport (TXL) not later than 10 working days before desired delivery to booth.

Consignee Address: FAIREXX – Logistics for Exhibitions GmbH  
Marienstrasse 28  
12207 Berlin / Germany  
Tel./Fax : +49 304 403 4779

Notify : EUROPREVENT 2010

Exhibitors Name

Hall / Stand Number

# **EuroPrevent 2010**

## **Prague - Czech Republic**

### **UPDATE MESSAGE**

#### **GROUPAGE SHIPMENT**

Should arrive at our warehouse (Only goods in FREE CIRCULATION – customs goods only on request) not later than: 10 working days before desired delivery to booth to the address as follows :

Warehouse address: FAIREXX Logistics for Exhibitions GmbH  
c/o ACL GmbH  
Westhafenstrasse 1 / Storehouse 6  
13353 Berlin / Germany  
Tel./Fax : +49 304 403 4779

Notify : EUROPREVENT 2010 /  
Exhibitors Name  
Hall / Stand Number



# **EuroPrevent 2010**

## **Prague - Czech Republic**

### **UPDATE MESSAGE**

#### **FULL TRAILER LOADS**

Should arrive directly at HILTON PRAGUE, in accordance with the official Build-Up Dates and Times.

Venue address : HILTON PRAGUE & HILTON PRAGUE OLD TOWN  
c/o FAIREXX Logistics for Exhibitions GmbH  
Probrezni 1  
186 00 Prague 8 / Czech Republic

Contact: Stefan Grunwaldt / +49-173-2129410  
Notify : EUROPREVENT 2010 / Exhibitors Name  
Hall / Stand Number

# **EuroPrevent 2010**

## **Prague - Czech Republic**

### **UPDATE MESSAGE**

#### **6. Exhibition Opening Hours**

Wednesday 5 May 13:30 – 18:00 Exhibition OPEN  
18:00 – 20:00 Cocktail Reception in the Exhibition Area

Thursday 6 May 09:00 – 18:00 Exhibition OPEN

Friday 7 May 09:00 – 18:30 Exhibition OPEN  
18:00 – 18:30 Closing Ceremony in the Congress Hall 2



## **UPDATE MESSAGE**

### **7. Exhibitors Registration and Badge Readers**

The Exhibitors Registration Desk is situated inside the exhibition area close to the Badge Reader Support Desk.

The following services will be available:

- Collection of Work Passes (Also available from FAIREXX team)
- Collection of pre-ordered exhibitor badges
- Preparation and purchase of additional exhibitor badges
- Distribution of "Green Stickers" enabling fully registered participants to access the exhibition area outside official opening hours

Please note that employees of exhibiting companies will only gain access to the stand if they have an Exhibitor Badge. You should therefore not arrange to distribute exhibitor badges from the stand – make sure that everyone is aware of this restriction, as exceptions will not be made.

**NO BADGE = NO ACCESS TO EXHIBITION AREA**

# EuroPrevent 2010

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### UPDATE MESSAGE

#### **Badge Readers**

Recording a prospective customer's information can be done by using the EuroPrevent 2010 Badge Reader.

For more information please download the following information form:  
<http://www.esceexhibition.org/EuroPrevent2010/Badge%20readers/Badge%20Reader%20Description%20Form.pdf>

The order form is available below:

<http://www.esceexhibition.org/EuroPrevent2010/Badge%20readers/Badge%20Reader%20Order%20Form.pdf>





# **EuroPrevent 2010**

## **Prague - Czech Republic**

### **UPDATE MESSAGE**

#### **Exhibitors Registration Opening Hours**

Tuesday 4 May 2010	08:00 – 18:00
Wednesday 5 May 2010	08:00 – 18:00
Thursday 6 May 2010	08:00 – 18:00
Friday 7 May 2010	08:00 – 17:00

#### **Exhibitors Badge Orders**

Please note that you have the choice to choose how your free badges are inscribed. Company name, individual name or both.

The Badge Order Form can be downloaded from:

<http://www.esceexhibition.org/EuroPrevent2010/default.aspx>

**Exhibitor badge order deadline: Thursday 15 April.**

[europreventexhibition@escardio.org](mailto:europreventexhibition@escardio.org)





## **UPDATE MESSAGE**

### **8. Stand Design and Activities Approval: Deadline 15 April**

#### **Stand Drawings and Designs:**

Each stand design needs to be approved by the ESC and the Hilton Prague. Stands that have not been approved in writing or that do not correspond to approved drawings will have to be corrected at the exhibitor's expense.

#### **Stand Give Aways and Activities**

All stand give aways and activities need to be approved by the ESC. Please fill in the Stand Activity form available on <http://www.escexhibition.org/EuroPRevent2010/default.aspx> and send it back to us as soon as possible.



## **UPDATE MESSAGE**

### **9. Insurance**

According to our Guidelines all exhibition goods and packaging materials must be insured at the expense and risk of the Exhibitor.

On this note, we would suggest you send us a copy of this insurance or provide proof of adequate cover on site.

The logo for EuroPrevent 2010 is displayed in a green and orange rectangular box. The text "EuroPrevent 2010" is in large, bold, green letters, and "Prague - Czech Republic" is in smaller, bold, white letters below it. The background of the box features a word cloud with various medical and health-related terms such as "EUROPEAN", "LIFE", "PREVENT", "METABOLISM", "ARDIOLOGY", and "BABIES".

# **EuroPrevent 2010**

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### **UPDATE MESSAGE**

#### **10. Important Reminders**

##### **Payment**

Please remember that payment for stand rental must be made in full before the event, if payment has only been made recently you are advised to bring proof of payment with you.

##### **Smoking**

Please note that smoking is not permitted anywhere in the building.

##### **Alcohol**

Exhibitors must not serve any alcoholic beverages from the stand.

# **EuroPrevent 2010**

## **Prague - Czech Republic**

### **UPDATE MESSAGE**

#### **Catering**

Please note that it is not allowed to take food and/or drinks into the building or to keep them on the premises unless ordered through:

Mrs Katarina Durajova  
Conference & Event Executive  
Hilton Prague  
Tel.: +420 224 842 305  
fax: +420 224 842 464  
E-mail: [katarina.durajova@hilton.com](mailto:katarina.durajova@hilton.com)

# **EuroPrevent 2010**

## **Prague - Czech Republic**

### **UPDATE MESSAGE**

#### **11. Future ESC Congresses**

Heart Failure 2010, Berlin	29 May – 1 June 2010
Frontiers in CardioVascular Biology, Berlin	16-19 July 2010
ESC Congress 2010, Stockholm	28 Aug. -1 Sept. 2010
Acute Cardiac Care 2010, Copenhagen	16 – 19 October 2010

If you have any questions about the Exhibition at EuroPrevent 2010, please contact:

[Europreventexhibition@escardio.org](mailto:Europreventexhibition@escardio.org) or +33 492 94 35 10.

We look forward to welcoming you to a successful event in Prague.