



# EuroPrevent 2012

3-5 May 2012 - Dublin, Ireland



## UPDATE MESSAGE

Dear Exhibitor,

This update contains important logistical information concerning the EuroPrevent Congress 2012.

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 are available on the following site:

<http://www.esceexhibition.org/EuroPrevent2012/default.aspx>



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## UPDATE MESSAGE

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## UPDATE MESSAGE

### 1. Access

EuroPrevent 2012 will be held in the **Convention Center of Dublin – CCD, Ireland.**

The exhibition is located on the ground floor of the CCD building – in the Forum Hall.

For more details, see the Access plan on:

<http://www.escehhibition.org/EuroPrevent2012/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/EuroPrevent2012>





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## UPDATE MESSAGE

### **Freight Free Aisles**

Island booths are separated the width of an aisle from all neighbouring exhibits, demonstration areas may not be set on the aisle line of the exhibit; space must be left within the exhibit 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.



# EuroPrevent 2012

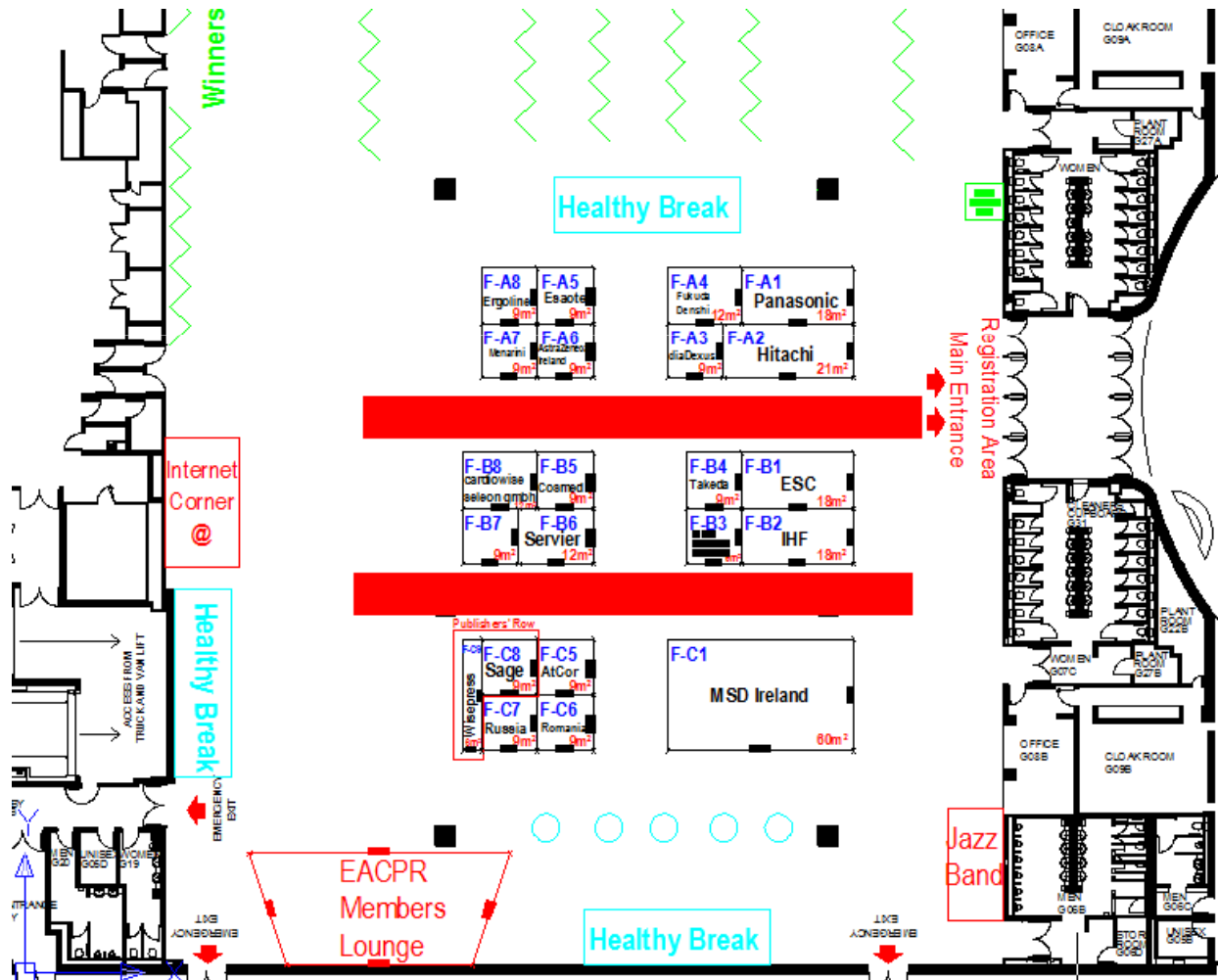
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EUROPEAN SOCIETY OF CARDIOLOGY

## UPDATE MESSAGE

### Freight Free Aisles





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## UPDATE MESSAGE

### 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 the congress centre.

The ESC may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of EuroPrevent 2012, or who refuses to comply with the local safety rules.



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## UPDATE MESSAGE

### 4. Delivery Address and Storage

Official Forwarder and Lifter for EuroPrevent 2012:

FAIREXX GmbH  
Contact: Stefan Grunwaldt

TEL: +49 304 403 4713  
FAX: +49 304 403 4779

email : [stefan.grunwaldt@fairexx.com](mailto:stefan.grunwaldt@fairexx.com)

To ensure the receipt and management of your shipment, please fax a full pre-advice to FAIREXX LOGISTICS Fax: +49 304 403 4779 attn. Mr. Stefan Guenther.

For more information, download the FAIREXX Manual from:

<http://www.escehhibition.org/EuroPrevent2012/Stand%20Services%20Download%20Area/Fairexx%20Manual.pdf>





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### **Storage:**

No refuse (e.g. empty cartons, crates or shipping/packing materials) may be left behind on your booth or in the aisles.

If any exhibitor or contractor(s) leaves such materials behind, the costs of removing will be charged to the exhibitor.

Please contact the Official Forwarder and Lifter (Fairexx) for handling and storage of your empty crates and other packing material during the Congress.

### **Airfreight Shipment (Warehouse Address):**

Should arrive at Munich International airport (MUC) no later than **20 April 2012**

**addressed as follows :**

**Consignee Address: MULTILOGISTICS GmbH**

Modul D / 3rd Floor

Suedallee – Cargoterminal

DE- 85356 Munich-Airport / Germany

**Notify:**

**FAIREXX - Logisitics for Exhibitions GmbH**

*Europrevent 2012 / Exhibitors name, Hall + Stand No.*

**Pre-advices:**

advance

For your Airfreight Shipments, send to Fairexx in

by fax: +49 304 403 4779 or by email to

[stefan.grunwaldt@fairexx.com](mailto:stefan.grunwaldt@fairexx.com)

o 1 Copy of Airwaybill / Flight details

o 1 Copy of commercial invoice / packing list



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### **Full / Half Trailer Loads – Direct deliveries to the venue:**

Should arrive directly at CCD (The Convention Centre Dublin), in accordance with the official build-up schedule and slot number given by Fairexx.

For deliveries of semi & full loads during build up, make sure you send a timeslot request form to Fairexx to schedule your truck access. Trucks will be refused access if not on the Fairexx schedule.

**Venue Address:**    **THE CONVENTION CENTRE DUBLIN**  
c/o FAIREXX Logistics for Exhibitions GmbH  
East Access Road - Spencer Dock  
North Wall Quay - IRL- Dublin 1 - IRELAND

**Notify:**            EuroPREvent 2012/Exhibitors Name, Hall & Stand  
Number

**Pre-advice:**        For your Roadcargo Shipments, please send to Fairexx in  
advance by fax: +49 304 403 4779 or by email to  
stefan.grunwaldt@fairexx.com

- o Trucking details (Truck no., haulier, ETA)
- o Copy of invoice / packing list



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## UPDATE MESSAGE

### 5. Stand Service Orders

For information regarding the **Building or to plan a visit, please contact:**

**Ms. Rebecca Walsh**

Tel : +353 1 856 0000 Email: rebecca.walsh@theccd.ie

For information regarding technical aspects of the exhibition, please contact:

**Mr. Edwin Whelan**

Tel: +353 181 845 71

Email: edwin.whelan@theccd.ie

Requests for:

- Stand cleaning,
- Internet, phone and fax connections,
- Catering,
- Hostesses and security,

Should be made online via the Convention Centre Dublin – CCD web site:

<http://www.escehhibition.org/EuroPrevent2012/Stand%20Services%20Download%20Area/Online%20Stand%20Services%20Order.pdf>



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## UPDATE MESSAGE

### 6. Exhibition Opening Hours

#### Exhibition Opening Hours:

Thursday 3 May

09:00 – 20:00 **Exhibition OPEN**

18:00 – 19:00 Opening Ceremony

19:00 – 20:00 Opening Cocktail in the Exhibition Area

Friday 4 May

09:00 – 18:00 **Exhibition OPEN**

Saturday 5 May

09:00 – 14:00 **Exhibition OPEN**

**All exhibiting staff must wear an Official EuroPrevent badge at all times within the venue.**



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### 7. Exhibitors 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 are not permitted.

<b>Stand size between</b>	<b>Number of Free Badges</b>
9 and 49m <sup>2</sup>	8
50 and 99m <sup>2</sup>	16
100m <sup>2</sup> +	24

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

**Bearers are subject to the restrictions contained within these Guidelines.  
Exhibitor badges do not give access to the EuroPREvent Scientific Sessions.**



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## UPDTAE MESSAGE

### Exhibitors Registration Opening Hours

Wednesday 2 May	15:00 – 18:00
Thursday 3 May	08:00 – 18:00
Friday 4 May	08:30 – 18:00
Saturday 5 May	08:30 – 15:00

### Exhibitor Badge Orders

You have the option to choose how your free badges are inscribed. Indicate when you send the exhibitor badge application form by email, the number of company-only badges you wish to receive and the number of individual badges you wish to receive (please indicate each person's name).

### Additional Exhibitor Badges

If the number of free Exhibitor badges is insufficient, extra badges may be purchased at a price of €100.00 per badge. VAT is not applicable.

### 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.



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### 8. Badge Readers

Recording a prospective customer's information can be done by using one of the EuroPrevent 2012 Badge Readers. There are two models available:

- Classic Badge Reader:

<http://www.escehhibition.org/EuroPrevent2012/Badge%20Reader%20Library/key4lead%20Classic%20Badge%20Reader.pdf>

- New Advanced Badge Reader:

<http://www.escehhibition.org/EuroPrevent2012/Badge%20Reader%20Library/key4lead%20Advanced%20Badge%20Reader.pdf>





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## UPDATE MESSAGE

### 9. Stand Design and Activities Approval

#### Stand Drawings and Designs

- 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.
- EuroPREvent 2012 Secretariat is entitled to have exhibits removed from the stand if their display runs counter to the principles of fair competition or does not comply with the display programme.
- Details of prices, given in the form of signboards or stand lettering, are not permitted, nor are references to sales of products already affected or details of suppliers and customers.

#### Stand Giveaways and Activities

Please inform the ESC of your planned Stand Activity and Giveaways by sending the Stand Activity form available on:

<http://www.escehhibition.org/EuroPREvent2012>

**Please note that stand activities should adhere to the rules stated in the Guidelines**





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### **10. 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.



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### Catering

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:

<http://www.essexhibition.org/EuroPrevent2012/Stand%20Services%20Download%20Area/Online%20Stand%20Services%20Order.pdf>

### **Distribution of promotional material, directions etc. from the stand**

CCD Services has the exclusive right to serve food and beverages within the exhibition area. Prior permission shall be obtained from ESC for any distribution of food and beverage samples. The CCD Services must make sure that the rules and regulations laid down by the Irish 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 CCD Services.

Exhibitors are allowed to hand out food and beverage samples of their own products under 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 via the official caterer.

Orders should be made via the CCD online services.



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## UPDATE MESSAGE

### 11. Future ESC Congresses

- **Heart Failure 2012** 19 - 22 May 2012 , Belgrade – Serbia
- **ESC Congress 2012** 25 - 29 August 2012, Munich – Germany
- **Acute Cardiac Care 2012** 20 - 22 October 2012 , Istanbul – Turkey
- **EUROECHO 2012** 7 – 10 December 2012, Athens - Greece

**If you have any questions about the Exhibition at EuroPrevent 2012, please contact:**

**[EuroPreventexhibition@escardio.org](mailto:EuroPreventexhibition@escardio.org) or +33 492 943 514.**

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