

ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology

# 2013



## UPDATE MESSAGE

Dear Exhibitor,

This update contains important logistical information concerning the EuroPrevent Congress 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 are available on the following site:

[www.esceexhibition.org/EuroPrevent2013](http://www.esceexhibition.org/EuroPrevent2013)



ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology

# 2013



## Contents:

1. Access
2. Build up and Break down
3. Security
4. Delivery Address and Storage
5. Stand Service Orders
6. Exhibition Opening Hours
7. Exhibitors Registration
8. Badge Readers
9. Stand Design and Activities Approval
10. Important Reminders
11. Future ESC Congresses

ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology

# 2013



## 1. Access

EuroPrevent 2013 will be held in the **Palazzo dei Congressi**, Rome, Italy.

The exhibition is located on the ground floor of the Palazzo dei Congressi – in the Salone della Cultura.

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

[www.esceexhibition.org/EuroPrevent2013](http://www.esceexhibition.org/EuroPrevent2013)

### **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:

[www.esceexhibition.org/EuroPrevent2013](http://www.esceexhibition.org/EuroPrevent2013)



ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology

# 2013



## 2. Build up and Break Down

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

### Exhibition Build Up:

- Tuesday 16 April 12:00 – 18:00 **Exhibition Build-Up**
- Wednesday 17 April 09:00 – 18:00 **Exhibition Build-Up**
- Thursday 18 April 08:00 – 09:00 **Stand decoration only**

**IMPORTANT: All construction must be completed imperatively by 18:00 on Wednesday 17 April for cleaning and carpeting of the aisles. Any packing cases still left in the aisles will be removed at the exhibitor's expense.**

### Dismantling:

- Saturday 20 April 15:00 – 24:00 **Exhibition Dismantling**

**IMPORTANT: Exhibitors who have a shell scheme stand should remove all personal items from the stand by Saturday 20 April, 15:30. All remaining material will be considered as rubbish.**

ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology

# 2013



## 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.

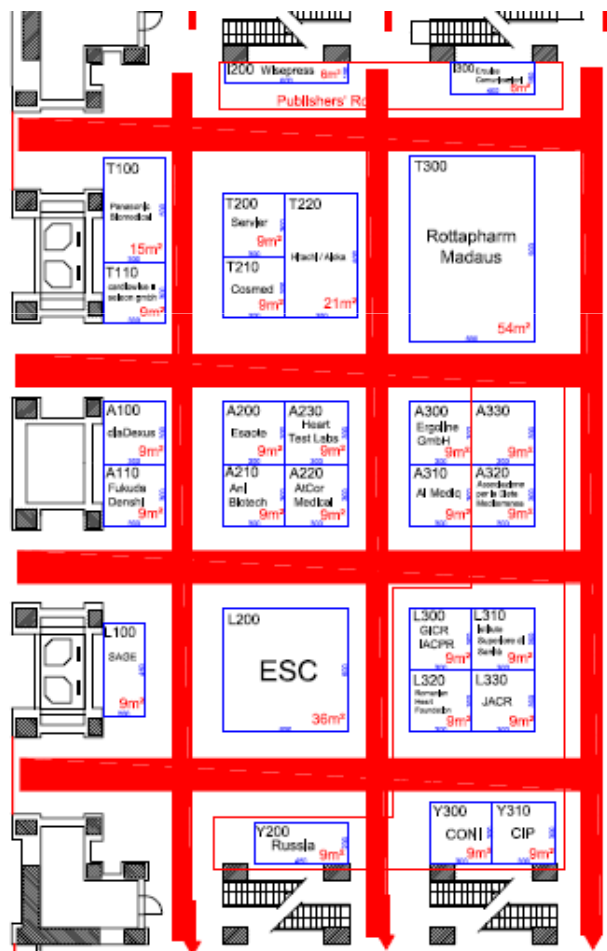
ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology 2013



## Freight Free Aisles



ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology

# 2013



### 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 2013, or who refuses to comply with the local safety rules.

ROME  
ITALY  
18-20 APRIL

**EuroPrevent**  
THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology **2013**



#### **4. Delivery Address and Storage**

Official Forwarder and Lifter for EuroPrevent 2013:

**FAIREXX Logistics for Exhibitions GmbH**

Marienstrasse 28

12207 Berlin

Germany

Tel: +49 (0)30 44 03 47 13

Fax: +49 (0)30 44 03 47 79

**Contact: Mr. Stefan Grunwaldt / [Stefan.grunwaldt@fairexx.com](mailto:Stefan.grunwaldt@fairexx.com)**

**On-site contact: Fairexx / Mr. Stefan Grunwaldt / +49 173 212 94 10**

Web Site: [www.fairexx.de](http://www.fairexx.de)

**A shipping manual including documentation and deadlines required for customs clearance is available online at [www.esceexhibition.org/EuroPrevent2013](http://www.esceexhibition.org/EuroPrevent2013).**



ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology

# 2013



## **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.

## **Groupage shipments - No customs clearance is required:**

Shipments should arrive at advanced warehouse below no later than **11 April 2013.**

### **Warehouse address:**

FAIREXX Logistics for Exhibitions GmbH  
Kesselbodenstrasse 34  
DE- 85391 Allershausen / Germany

### **Notify:**

EuroPrevent 2013 / Exhibitor Name / Hall & Stand Number

ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology

# 2013



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

Should arrive directly at The Palazzo dei Congressi in accordance with the official build-up dates and timeslots that should be booked from Fairexx. The time slot form is available online:  
[www.esceexhibition.org/EuroPrevent2013](http://www.esceexhibition.org/EuroPrevent2013)

**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.**

**Venue Address:** FAIREXX Logistics GmbH  
c/o Palazzo dei Congressi  
Piazzale Kennedy No. 1  
00144 Rome / Italy

**Notify:** EuroPrevent 2013 / Exhibitor Name / Hall & Stand Number

**On-site contact:** Stefan Grunwaldt / +49 173 212 94 10

ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology

# 2013



## **Airfreight Shipment:**

Your airfreight shipments should arrive at MUNICH German Airport (MUC) no later than **9 April 2013**, address as follows:

**Consignee Address:** FAIREXX Logistics GmbH  
c/o MULTI LOGISTICS GmbH  
Suedallee – Cargoterminal  
Modul D / 3rd Floor  
DE-85356 Munich-Airport / Germany

**Notify:** EuroPrevent 2013 / Exhibitor Name / Hall & Stand Number

Send your prepaid shipments with the Masterairwaybill to the above mentioned address. 3 original Invoices in English and the Packing list should be attached to the Airwaybill.

**Pre-advice:** Send to Fairexx at least one day before departure 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

## **Seafreight shipments:**

Please contact Fairexx for requests about seafreight shipments by email to [stefan.grunwaldt@fairexx.com](mailto:stefan.grunwaldt@fairexx.com) or Tel: +49 304 403 4713.

ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology

# 2013



## 5. Stand Service Orders

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

**Mrs. Cristiana Pasquarelli**

Tel : +39 065 451 3724

Email: [c.pasquarelli@romaeur.it](mailto:c.pasquarelli@romaeur.it)

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

**Mr. Andrea Tancioni**

Tel: +39 065 451 3716

Email: [europrevent2013@romaconvetiongroup.it](mailto:europrevent2013@romaconvetiongroup.it)

Requests for:

- Furniture, plants/flowers, electricity, carpet/flooring, fascia, A/V equipment, internet, stand cleaning
- Order of shell scheme stands – stand packages
- Staff on the stands – hostesses/security guards

Should be made via the Exhibition Catalogue available online:

[www.esceexhibition.org/EuroPrevent2013](http://www.esceexhibition.org/EuroPrevent2013)

If any question, please contact [europrevent2013@romaconvetiongroup.it](mailto:europrevent2013@romaconvetiongroup.it) .

ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology

# 2013



## 6. Exhibition Opening Hours

### Exhibition Opening Hours:

- Thursday 18 April	09:00 – 20:00 18:15 – 19:00 19:00 – 20:00	<b>Exhibition OPEN</b> Opening Ceremony Opening Reception in the Exhibition Area
- Friday 19 April	09:00 – 18:00	<b>Exhibition OPEN</b>
- Saturday 20 April	09:00 – 14:00	<b>Exhibition OPEN</b>

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



ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology

# 2013



## 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 will not be produced or allowed.



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

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

**General Exhibitor badges do not give access to EuroPrevent 2013 Scientific Sessions. Scientific Exhibitor Badges enable the bearer to access the Scientific Sessions of EuroPrevent 2013; However do not allowed to get a congress bag, a certificate of attendance and do not include a journal subscription.**

ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology

# 2013



## Industry Registration Opening Hours

Wednesday 17 April	09:30 – 18:00
Thursday 18 April	07:30 – 18:00
Friday 19 April	07:30 – 18:00
Saturday 20 April	07:30 – 15:00

## Exhibitor Badge Orders

Exhibitor Badges must be ordered before **8 March 2013** using the exhibitor badge order form available on: [www.esceexhibition.org/EuroPrevent2013](http://www.esceexhibition.org/EuroPrevent2013)

For more information contact the registration team: [europreventregistration@escardio.org](mailto:europreventregistration@escardio.org)

## Additional Exhibitor Badges

If the number of free Exhibitor badges is insufficient, only General Exhibitor Badges may be purchased at a price of **€100.00 per badge, plus VAT if 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 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.

ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology

# 2013



## 8. Badge Readers

Recording a prospective customer's information can be done by using one of the EuroPrevent 2013 Badge Readers.

For more details, please consult the following web site:

[www.esceexhibition.org/EuroPrevent2013](http://www.esceexhibition.org/EuroPrevent2013)





ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology

# 2013



## 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 2013 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 [www.esceexhibition.org/EuroPrevent2013](http://www.esceexhibition.org/EuroPrevent2013) **before 11 March 2013**.

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

ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology

# 2013



## 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 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.

ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology

# 2013



## 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:

Orders should be made via the order form available on: [www.essexhibition.org/EuroPrevent2013](http://www.essexhibition.org/EuroPrevent2013).

For **catering information** , please contact:

**Ms. Debora Melis or Ms. Germana Nanni**  
**Palombini Eur Srl**

Via Poggibonsi 15, 00148 Roma, Italia

Tel: +39 066 574 3314 – Fax: +39 066 574 7519

Email : [d.melis@palombini.com](mailto:d.melis@palombini.com) – [g.nanni@palombini.com](mailto:g.nanni@palombini.com)

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

Distribution and/or display of printed material by industries and/or it 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.

## Industry Debrief Meeting

A post congress meeting will be held on **Saturday 20 April**, from **10:30 to 11:30** in **Meeting Room D, Level 1**. This meeting will allow you to provide feedback on the event.

ROME  
ITALY  
18-20 APRIL

# EuroPrevent

THE EACPR ANNUAL MEETING  
Universal approach to Preventive Cardiology

# 2013



## 11. Future ESC Congresses

- **ICNC11** 5 - 8 May 2013 , Berlin - Germany
- **Heart Failure 2013** 25 - 28 May 2013, Lisbon - Portugal
- **EHRA EUROPACE 2013** 23 – 26 June 2013 , Athens - Greece
- **ESC Congress 2013** 31 August – 4 September 2013, Amsterdam – The Netherlands

**If you have any questions about the Exhibition at EuroPrevent 2013, please contact:**

**[EuroPreventservices@escardio.org](mailto:EuroPreventservices@escardio.org) or +33 492 948 683.**

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

**EuroPrevent**  
*See You in Rome!* 2013

