



UPDATE MESSAGE

Dear Exhibitor,

This update contains important logistical information concerning the EuroPrevent 2014 Congress.

Therefore, please ensure this message and the Guidelines for Industry Participation 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/EuroPrevent2014





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



1. Access

EuroPrevent 2014 will be held in the **Amsterdam RAI (Building G)**, Amsterdam, The Netherlands.

The exhibition is located on the ground floor of the Amsterdam RAI – in The Onyx & Auditorium lounges.

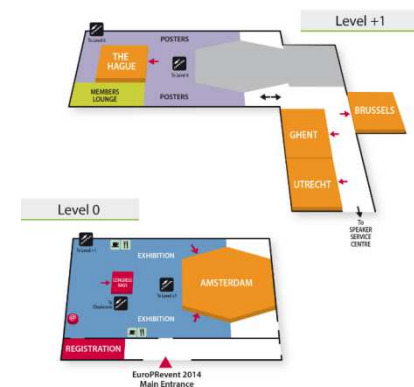
For more details, see venue floor plan and loading access plan on:

www.escexhibition.org/EuroPrevent2014

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.escexhibition.org/EuroPrevent2014





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 6 May | 12:00 – 18:00 Exhibition Build-Up |
| - Wednesday 7 May | 09:00 – 18:00 Exhibition Build-Up |
| - Thursday 8 May | 08:00 – 09:00 Stand decoration only |

IMPORTANT: All construction must be completed imperatively by **18:00 on Wednesday 7 May** for cleaning of the aisles. Any packing cases still left in the aisles will be removed at the exhibitor's expense. Stand packages ordered via the Amsterdam RAI will be ready at **14:00 on Wednesday 7 May**.

Dismantling:

- | | |
|-------------------|---|
| - Saturday 10 May | 13:00 – 23:30 Exhibition Dismantling |
|-------------------|---|

IMPORTANT: No dismantling before **13:00 on Saturday 10 May**. Exhibitors who have a shell scheme stand should remove all personal items from the stand by **Saturday 10 May, 15:00**. All remaining material will be considered as rubbish.



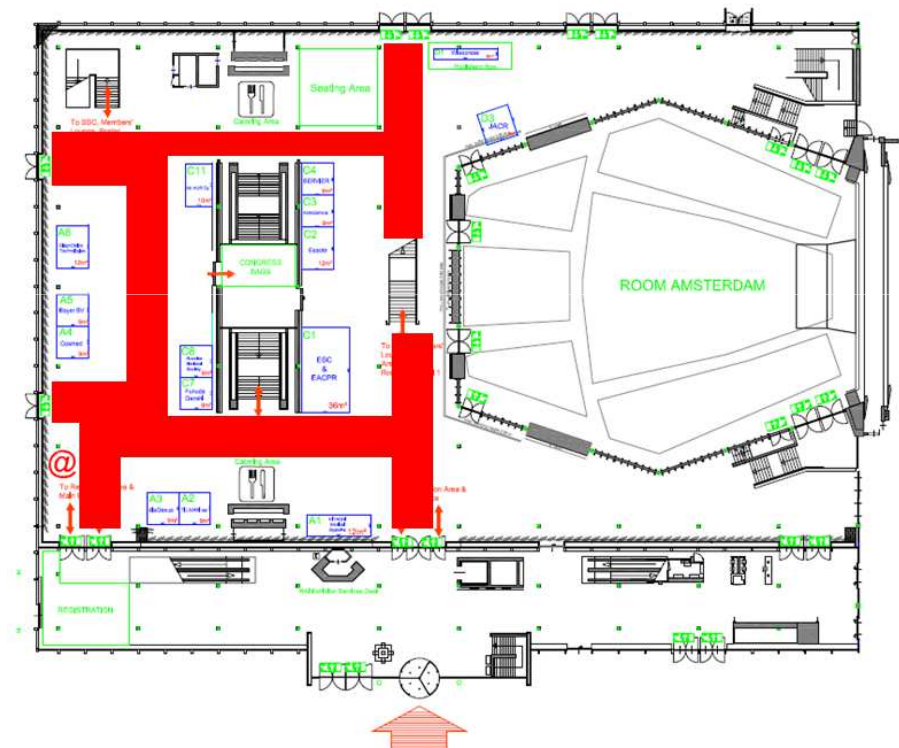
Freight Free Aisles:

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 red 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 via the Amsterdam RAI web shop.

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



4. Delivery Address and Storage

Official Forwarder and Lifter for EuroPrevent 2014:

FAIREXX GmbH

Marienstrasse 28

12207 Berlin

Germany

Tel: +49 304 403 4710

Fax: +49 304 403 4779

Web Site: www.fairexx.de

Contacts:

Mrs. Anja Homann / anja.homann@fairexx.com /

Tel: +49 173 247 7818

Mr. Stefan Grunwaldt / stefan.grunwaldt@fairexx.com

Tel: +49 173 212 9410

A shipping manual including documentation and deadlines required for customs clearance is available online at www.esccexhibition.org/EuroPrevent2014.



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 & courier shipments (via advanced warehouse):

Shipments should arrive at advanced warehouse below no later than **4 working days before desired delivery to booth.**

Warehouse address:

FAIREXX Logistics for Exhibitions B.V.

De Trompet 1540

1967 DB Heemskerk

The Netherlands

Tel: + 31 251 250 060

Notify: FAIREXX c/o EuroPrevent / Exhibitor Name / Stand Number

Pre-advice: For your roadcargo shipments, send to Fairexx a pre-advice in advance by Fax: +49 304 403 4779 or by email to anja.homann@fairexx.com / stefan.grunwaldt@fairexx.com. The pre-advice should include the trucking details (ETA, haulier/courier, tracking number, number of pieces / volume / weight).



Full/part trailer loads (direct to the venue):

Your shipments should arrive directly at **Entrance P7 of the Amsterdam RAI** in accordance with the official build-up dates and timeslots booked in advance via Fairexx.
The time slot form is available online: www.esceexhibition.org/EuroPREvent2014.

Venue Address:

FAIREXX Logistics for Exhibitions GmbH
c/o RAI Amsterdam – Auditorium Center
Europaplein / Europa Boulevard
Entrance P7
NL – 1078 GZ Amsterdam
The Netherlands

Notify: FAIREXX c/o EuroPREvent / Exhibitor Name / Stand Number

For deliveries of semi & full loads during the build up, make sure you complete and return the timeslot request form available on our Web Site to Fairexx to allow for truck scheduling.



Airfreight Shipments:

Your airfreight shipments should arrive at Amsterdam Airport (AMS) **5 working days before desired delivery to booth**, address as follows:

MAWB Consignment Address:

FAIREXX Logistics for Exhibitions B.V.
De Trompet 1540
1967 DB Heemskerk
The Netherlands

Notify: FAIREXX c/o EuroPrevent / Exhibitor Name / 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 two days before arrival in Amsterdam by Fax: +49 304 403 4779 or by email to anja.homann@fairexx.com / stefan.grunwaldt@fairexx.com. The pre-advice should include: 1 copy of airwaybill & flight details and 1 copy of commercial invoice & packing list.



5. Stand Service Orders

If any question concerning your **stand services**, please contact:

Amsterdam RAI Exhibitor Services

Ms. Judith Verresen

Tel: +31(0)20 549 1928

Email: exhibitorservices@rai.nl

This included all 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
- Catering on stands

All orders should be made via the Amsterdam RAI web shop available:

www.esceexhibition.org/EuroPrevent2014

Deadlines:

From 9 April 2014	Late fee for electricity
23 April 2014	Deadline for stand security & hostess orders
2 May 2014	Amsterdam RAI Exhibitor Services web shop closing date



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 Amsterdam RAI web shop available on:
www.essexhibition.org/EuroPrevent2014.

For **catering information** , please contact:

Amsterdam RAI Banqueting

Tel: +31(0)20 549 1928

Email: banqueting@rai.nl

The deadline for ordering your stand catering is on **2 May 2014**.



6. Exhibition Opening Hours

- Thursday 8 May	09:00 – 20:00	Exhibition OPEN
	15:30 – 16:30	Healthy Break in Exhibition
	18:15 – 19:15	Inaugural Session
	19:15 – 20:00	Networking Reception in Exhibition
- Friday 9 May	09:00 – 18:00	Exhibition OPEN
	10:00 – 11:00	Healthy Break in Exhibition
	15:30 – 16:30	Healthy Break in Exhibition
- Saturday 10 May	09:00 – 12:00	Exhibition OPEN

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





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 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 EuroPrevent 2014 Scientific Sessions. Scientific Exhibitor Badges give access to the Scientific Sessions of EuroPrevent 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:

Exhibitor Badges must be ordered before **9 April 2014** using the exhibitor badge order form available on: www.esccexhibition.org/EuroPrevent2014

For more information contact the registration team: 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 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:

Wednesday 7 May	15:00 – 18:00
Thursday 8 May	07:30 – 18:00
Friday 9 May	07:30 – 18:00
Saturday 10 May	07:30 – 13:00



8. Badge Readers

Recording a prospective customer's information can be done by using one of the EuroPrevent 2014 Badge Readers.

For more details, please consult the following web site:

www.esccexhibition.org/EuroPrevent2014





9. Stand Design and Activities 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.**



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.

Insurance:

All exhibitors must send a copy of their insurance certificate to the organisers (europreventservices@escardio.org) at least 10 days before the opening of the congress (by **28 April 2014**).

Industry Debrief Meeting:

A post congress meeting will be held on **Saturday 10 May**, from **11:00 to 12:00** in **EACPR Meeting Room 1 (Room G110)**. This meeting will allow you to provide feedback on the event.



11. Future ESC Congresses

- **Heart Failure 2014** 17 - 20 May 2014, Athens , Greece
- **FCVB 2014** 4 – 6 July 2014, Barcelona, Spain
- **ESC Congress 2014** 30 August – 3 September 2014, Barcelona, Spain
- **Acute Cardiovascular Care 2014** 18 – 20 October, Geneva, Switzerland
- **EuroEcho Imaging 2014** 3 – 6 December, Vienna, Austria

If you have any question about the Exhibition at EuroPrevent 2014, please contact:

EuroPreventservices@escardio.org or +33 492 948 683.

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