



UPDATE MESSAGE

Dear Exhibitor,

This update contains important logistical information concerning the EuroPrevent 2015 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 and Guidelines are available on the following website:

www.esceexhibition.org/EuroPrevent2015



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1. Access

EuroPrevent 2015 will be held in the **Centro de Congressos de Lisboa**, Lisbon, Portugal.

The exhibition is located on the first floor of the Centro de Congressos de Lisboa – in the Pavillon 4.

For more details, see building overview and loading access plan on:

www.esceexhibition.org/EuroPrevent2015

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/EuroPrevent2015





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 12 May | 12:00 – 18:00 Exhibition Build-Up – For self built stand only |
| - Wednesday 13 May | 09:00 – 18:00 Exhibition Build-Up – For self built stand only
12:00 Stand Packages delivery and ready for decoration |
| - Thursday 14 May | 08:00 – 09:00 Stand decoration only and ESC inspection |

IMPORTANT: All construction must be completed imperatively by **18:00 on Wednesday 13 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 official supplier will be ready for decoration at **12:00 on Wednesday 13 May.**

Dismantling:

- | | |
|-------------------|---|
| - Saturday 16 May | 13:00 – 24:00 Exhibition Dismantling |
|-------------------|---|

IMPORTANT: No dismantling before **13:00 on Saturday 16 May.** Exhibitors who have a shell scheme stand should remove all personal items from the stand by **Saturday 16 May, 15:00.** All remaining material will be considered as rubbish.



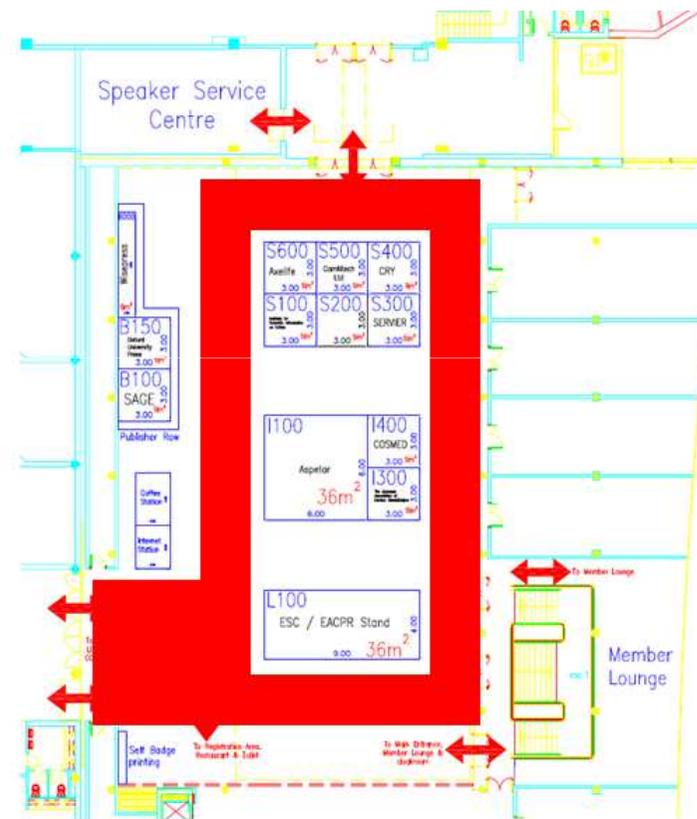
Freight Free Aisles:

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 official supplier.

The ESC may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of EuroPrevent 2015, or who refuses to comply with the local safety rules.



4. Delivery Address and Storage

Official Forwarder and Lifter for EuroPrevent 2015:

FAIREXX GmbH

Marienstrasse 28

12207 Berlin

Germany

Tel: +49 304 403 4710

Fax: +49 304 403 4779

Web Site: www.fairexx.de

Contact:

Mrs. Anja Homann

Email: anja.homann@fairexx.com

Tel: +49 304 403 4710

Mobile: +49 173 247 7818

A shipping manual including documentation and deadlines required for customs clearance is available online at www.escehhibition.org/EuroPrevent2015.

Note that for shipments from outside the European Union, customs clearance is required. For more details please refer to the Fairexx manual online. Arrival deadline is on 2 May 2015.



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.



5. Stand Service Orders

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

AIP - Feiras, Congressos e Eventos

Mrs. Joana P. Silva

Tel: + 351 213 601 411

Fax: + 351 213 601 499

Email: joanamaria.silva@aip.pt

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

All orders should be made via the stand services order forms available on:

www.escehibition.org/EuroPrevent2015

Deadlines:

30 April 2015

- Deadline for ordering lunch boxes for satellite symposia & catering for stands
- Deadline for ordering stand packages & furniture. After this date orders will incur 30% surcharge and 50% surcharge from 8 May 2015

8 May 2015

- Deadline for ordering additional stand services. After this date orders will incur 50% surcharge



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 catering order form available on:
www.essexhibition.org/EuroPrevent2015.

For **catering information** , please contact:

Silva Carvalho Catering, SA

Mrs. Sónia Vilarinho

Fax: +351 213 605 618

Email: scvilarinho@ibersol.pt

The deadline for ordering your stand catering and lunch boxes is on **30 April 2015**.



6. Exhibition Opening Hours

- Thursday 14 May	09:00 – 20:00 10:00 – 11:00 15:30 – 16:30 18:15 – 19:15 19:15 – 20:00	Exhibition OPEN Coffee break in Exhibition Coffee break in Exhibition Inaugural Session Networking Reception in Exhibition
- Friday 15 May	09:00 – 18:00 10:00 – 11:00 15:30 – 16:30	Exhibition OPEN Coffee break in Exhibition Coffee break in Exhibition
- Saturday 16 May	09:00 – 12:00 10:00 – 11:00	Exhibition OPEN Coffee break in Exhibition

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 the EuroPrevent 2015 Scientific Sessions, except the satellite symposium organised by the industry partner.

Scientific Exhibitor Badges give access to the Scientific Sessions of EuroPrevent 2015.

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 more information contact the registration team: europreventregistration@escardio.org

Additional Exhibitor Badges :

If the number of free General Exhibitor badges is insufficient, extra general exhibitor badges may be purchased at a price of **€ 81,30 per badge**, excl. 23% VAT. Note that it is not possible to order additional numbers of Scientific Exhibitor Badges.

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 13 May	15:00 – 19:30
Thursday 14 May	07:30 – 18:30
Friday 15 May	07:30 – 18:30
Saturday 16 May	07:30 – 12:00



8. Badge Readers

Recording a prospective customer's information can be done by using one of the EuroPrevent 2015 Badge Readers.

For more details, please consult the following web site:

www.esceexhibition.org/EuroPrevent2015





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 ESC Industry Services Team (europreventservices@escardio.org) at least 10 days before the opening of the congress (by **4 May 2015**).

Industry Debrief Meeting:

A post congress meeting will be held on **Saturday 16 May**, from **11:00 to 12:00** in **Room 1.07 – Meeting Room 1**. This meeting will allow you to provide feedback on the event.



11. Future ESC Congresses

- **Heart Failure 2015** 23 - 26 May 2015, Seville, Spain
- **EHRA EUROPACE – CARDIOSTIM 2015** 21 – 24 June 2015, Milan, Italy
- **ESC Congress 2015** 29 August – 2 September 2015, London, UK
- **Acute Cardiovascular Care 2015** 17 – 19 October 2015, Vienna, Austria
- **EuroEcho-Imaging 2015** 2 – 5 December 2015, Seville, Spain

If you have any question about your activities at EuroPrevent 2015, please contact:

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

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