

FIRST CONGRESS OF THE COUNCIL ON BASIC CARDIOVASCULAR SCIENCE OF THE ESC

Frontiers in CardioVascular Biology

16 - 19 July 2010 - Berlin, Germany



Dear Exhibitor,

This Update contains important logistical information concerning FCVB 2010. 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.escexhibition.org/FCVB2010/default.aspx>

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1. Sponsorship Opportunities

The council on Basic Cardiovascular Science of the ESC welcomes support of this congress via congress grants. For more information or detail, please contact :

sponsorship@escardio.org

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2. Access

FCVB 2010 will be held in the **Charité - Universitätsmedizin Berlin**, Germany.

For more details, see the Access plan on:

<http://www.escehibition.org/FCVB2010/ESC%20Items>Loading%20Access%20Plan.pdf>

The exhibition is located on ground level in a garden just opposite the Charité – Universitätsmedizin Berlin and vehicle access is **via Philippstrasse**. If you plan to arrive with a **12 Ton Truck**, please contact Fairexx (Official Forwarder and Lifter), see Section 5 of this message for more details.

Parking

Cars/mini vans can be parked in the the streets adjacent to Charité – Universitätsmedizin Berlin.

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3. Build up and Break Down

Cars and forklifts cannot be driven into the exhibition tent. 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

Thursday 15 July

09:00 – 18:00 Exhibition build-up

Friday 16 July

09:00 – 11:00 Exhibition decoration only

11:00 – 12:00 Hall inspection by the ESC

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Break Down Timetable

Sunday 18 July: 18:00 - 24:00 Exhibition dismantling

IMPORTANT:

Please note:

- 1) The limited dismantling time.
- 2) Exhibition is OPEN ON SUNDAY from 09:30 to 17:30

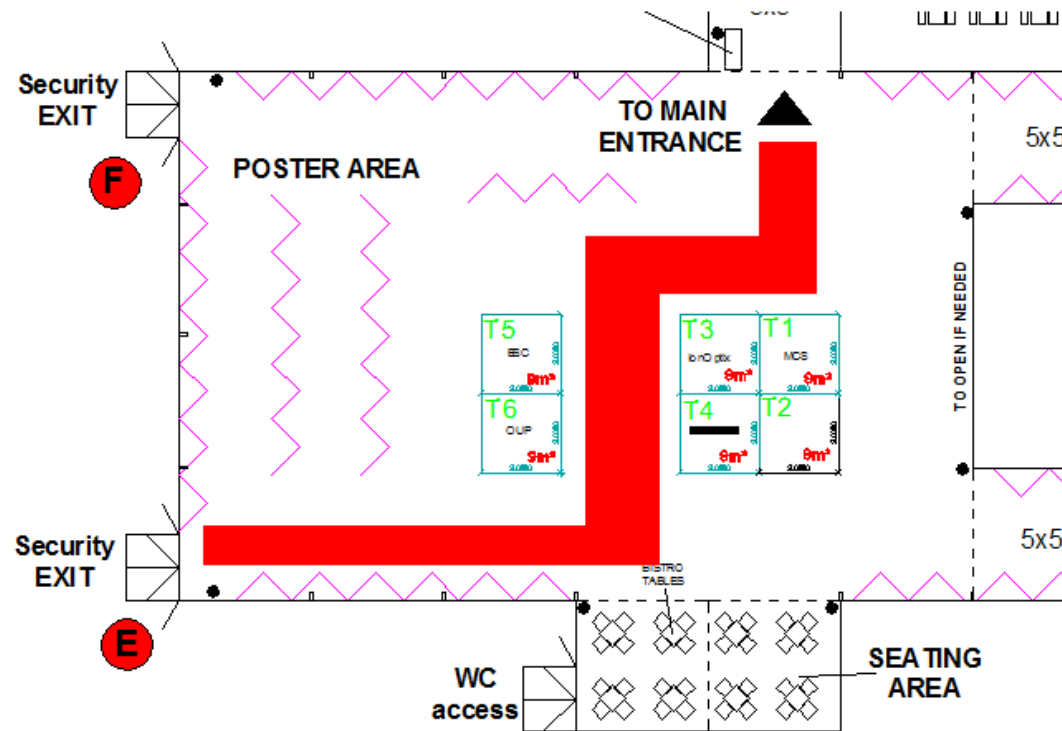
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Freight Free Aisle

There is one main freight free aisle running through the exhibition. 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 below for more details:



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4. Security

The Organisers only provide General Surveillance within the Exhibition area. Outside of 'exhibition open' periods, delegates will walk to the Poster Area via the Exhibition. Exhibitors should therefore take all reasonable precautions to protect valuables.

Therefore, it's important that each exhibitor secures his/her stand against the risk of theft. The Organisers will accept no responsibility for loss or theft from stands. To order an extra guard(s), please send your request to FCVBexhibition@escardio.org.

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5. Delivery Address and Storage

Official Forwarder and Lifter for FCVB 2010:

FAIREXX Logistics

Contact: Ms. Sandra Guenther

Tel.: +49 304 403 4712

Fax: +49 304 403 4779

Email: sandra.guenther@fairexx.com

Airfreight: Your shipments should arrive at Berlin-Tegel airport (TXL) **no later than 5 working days before desired delivery to booth.**

Consignee address: FAIREXX – Logistics for Exhibitions GmbH
Marienstrasse 28
12207 Berlin / Germany

Notify: FCVB 2010
Exhibitor's Name / Hall / Stand Number

Please send your shipments prepaid, on own Masterairwaybill, consigned to above mentioned address. Three original Invoices should be attached to the MAWB.

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Groupage Shipment (Warehouse Address):

FAIREXX Logistics for Exhibitions GmbH
c/o ACL GmbH
Westhafenstrasse 1 (Lagerhalle 6)
13353 Berlin / Germany

Notify: FCVB 2010

Exhibitor's Name / Hall / Stand Number

Shipments should arrive at Warehouse no later than **3 working days before desired delivery to booth.**

To ensure that reception of your shipment is managed, please fax a full pre-advice to FAIREXX LOGISTICS
Fax: +49 304 403 4779 attn. Ms. Sandra Guenther.

For more information, download the FAIREXX Manual from:

<http://www.escexhibition.org/FCVB2010/Stand%20Service%20Download%20Area/Fairexx%20Manual.pdf>

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6. Stand Service Orders

In order to avoid any surcharges, please make sure you send your orders through to Party Rent Berlin **before the 1 July 2010 deadline.**

All stand service forms are available on:

<http://www.escehibition.org/FCVB2010/default.aspx>

If you should require more details on the stand services available, feel free to contact:

Party Rent Berlin
Geitel & Mahnecke GmbH
Mr. Thorsten Geitel
Phone: +49 305 213 029 30
Fax: +49 521 302 950
Email: ThorstenGeitel@partyrent.com

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7. Exhibition Opening Hours

Friday 16 July	12:00 – 20:00 Exhibition open 18:00 – 20:00 Get Together Party “Keep it moving”
Saturday 17 July	09:30 – 17:30 Exhibition open
Sunday 18 July	09:30 – 17:30 Exhibition open

All exhibiting staff must wear an Official FCVB 2010 badge at all times within the venue.

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8. Exhibitors Registration

The Exhibitors Registration Desk is situated inside the Registration Area.

The following services will be available:

- Collection of Work Passes (Also available from FAIREXX team in the Loading Area)
- 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 areas 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 EXHIBIT AREA

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Exhibitors Registration Opening Hours

Thursday 15 July	09:00 – 18:00
Friday 16 July	09:00 – 19:00
Saturday 17 July	09:00 – 17:30
Sunday 18 July	09:00 – 19:00

Exhibitor 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 will be available beginning of June on:

<http://www.escexhibition.org/FCVB2010/default.aspx>

DEADLINE FOR SENDING BADGE ORDERS TO FCVBexhibition@escardio.org
IS THE **25 JUNE 2010**

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9. Stand Design and Activities Approval

Stand Drawings and Designs

Each stand design needs to be approved by the ESC and the Charité-Universitätsmedizin Berlin. If you plan to bring any extra elements to complement your stand package e.g. Roll up posters, pop-up structures or umbrella structures, please let us know.

- 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/FCVB2010/default.aspx> and send it back to us soon as possible.

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10. Important Reminders

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 not allowed to take food and/or drinks into the building. If you wish to have catering on your stand, please contact FCVBexhibition@escardio.org.

Distribution of promotional material, directions etc. from the stand

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.

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11. Future ESC Congresses

ESC Congress 2010	Stockholm	28 August – 1 September 2010
Acute Cardiac Care 2010	Copenhagen	16 – 19 October 2010
EUROECHO 2010	Copenhagen	8 – 11 December 2010
FCVB 2012	TBA	Spring 2012

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

FCVBexhibition@escardio.org or +33 492 947 755.

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