

FRONTIERS IN CARDIOVASCULAR BIOLOGY

Second Meeting of the ESC Council on Basic Cardiovascular Science

Dear Exhibitor,

This Update contains important logistical information concerning FCVB 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.escexhibition.org/FCVB2012/default.aspx>

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1. Access

FCVB 2012 will be held in the **Imperial College London - South Kensington Campus, United Kingdom.**

For more details, see the Loading Access plan on:

<http://www.escexhibition.org/FCVB2012/ESC%20Items/Loading%20Access%20Plan.pdf>

The exhibition is located on ground level in the Building 20 (Sherfield Building) and vehicle access is via the Exhibition Road. If you plan to arrive with a truck, please contact Fairexx (Official Forwarder and Lifter), see Section 4 of this message for more details.

Parking

There is a loading bay at the back of the Sherfield Building, another parking area is alongside the Queens Tower building 26. Both have easy access to the Queens Tower Rooms in the Sherfield Building. Delivery vehicles are granted access for short term parking; 30 minutes free of charge for delivery and collection. There is no requirement for a delivery vehicle to display a permit.

Cars/mini vans can be parked in the visitor parking, please see details on:

www.escexhibition.org/FCVB2012.

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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 and needs to be carried at all times during the build up/break down.

Build Up Timetable

| | |
|--------------------------|--|
| Thursday 29 March | 09:00 – 18:00 Exhibition build-up |
| Friday 30 March | 08:00 – 09:00 Stand Decoration Only, to be completed by 09:00 |
| | 09:00 – 10:00 Hall inspection by the ESC |

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Break Down Timetable

Sunday 1 April: 18:30 - 23:00 Exhibition dismantling

IMPORTANT - Please note:

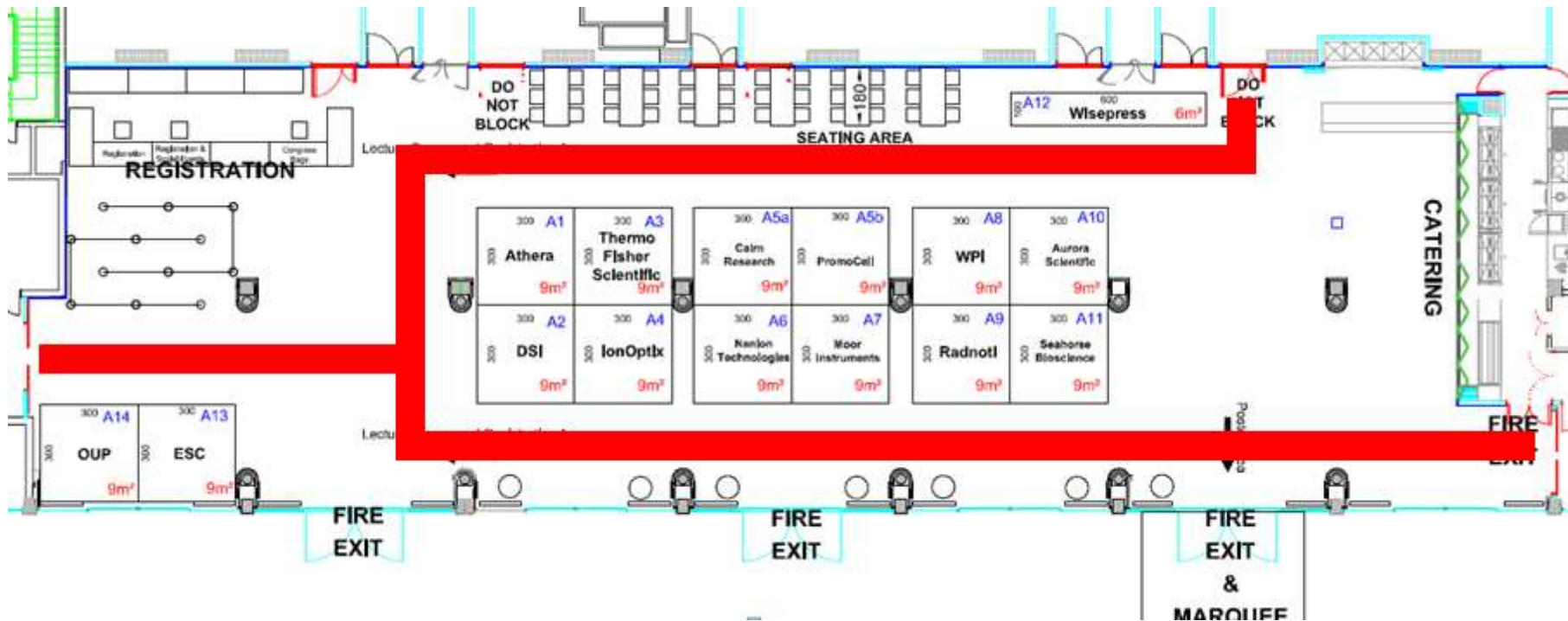
- 1) The limited dismantling time**
- 2) Exhibition is open on Sunday from 10:00 to 17:00**
- 3) Delegates will walk to the poster area and session rooms along a route including the Exhibition from 17:00 to 18:30 on Sunday 1 April**

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Freight Free Aisles

There are two main freight free aisles 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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3. 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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4. Delivery Address and Storage

Official Forwarder and Lifter for FCVB 2012:

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 Munich International airport (MUC) **no later than 19 March 2012.**

Consignee Address: MULTILOGISTICS GmbH
Modul D / 3rd Floor
Suedallee – Cargoterminal
DE – 85356 Munich Airport / Germany

Notify: FAIREXX – Logistics for Exhibitions GmbH
FCVB 2012 / *Exhibitor's Name / Hall / Stand Number*

Please send your shipments prepaid, on own Masterairwaybill, consigned to above mentioned address. Four (4) original Invoices should be attached to the MAWB.

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Roadfreight/Courier shipments via advanced warehouse – only for NON EU-GOODS where customs clearance is required:

Warehouse Address: FAIREXX Logistics for Exhibitions GmbH
c/o MULTILOGISTICS GmbH
Modul D / 3rd Floor
Suedallee – Cargoterminal
DE – 85356 Munich-Airport / Germany

Notify: FCVB 2012
Exhibitor's Name / Hall / Stand Number

On-site contact: Sandra Guenther / Tel: +49 173 609 2583

Shipments should arrive at Warehouse no later than **19 March 2012**.

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Roadfreight/Courier shipments via advanced warehouse – only for EU-GOODS and/or already duty & tax cleared goods:

Warehouse Address: FAIREXX Logistics for Exhibitions GmbH
Kesselbodenstrasse 34
DE – 85391 Allershausen / Germany

Notify: FCVB 2012
Exhibitor's Name / Hall / Stand Number

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 or by email to sandra.guenther@fairexx.com.

For more information, download the FAIREXX Manual from:

<http://www.escexhibition.org/FCVB2012/Stand%20Service%20Download%20Area/Fairexx%20Manual.pdf>

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5. Stand Service Orders

In order to avoid any surcharges, please make sure you send your orders through to Imperial College before the **16 March 2012** deadline.

Note that UK plugs are in place within the exhibition hall. Please make sure that either you bring your convertor plugs with you or that you place your order in advance by contacting FCVBexhibition@escardio.org.

All stand service forms are available on:

<http://www.esceexhibition.org/FCVB2012/default.aspx>

For any further requirements please contact, Mr Toni McCloggan or Mr Michael St Clair to: t.mccloggan@imperial.ac.uk or m.stclair@imperial.ac.uk

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6. Exhibition Opening Hours

| | |
|--------------------------|---|
| Friday 30 March | 10:00 - 19:30 Exhibition open 18:30 - 19:30 Welcome Reception in the Exhibition Area |
| Saturday 31 March | 10:00 - 17:00 Exhibition open |
| Sunday 1 April | 10:00 - 17:00 Exhibition open |

All exhibiting staff must wear an Official FCVB 2012 badge at all times within the venue.

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7. 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

**Exhibitor Badges do not give access to the scientific sessions of FCVB 2012
(Excluding your own Satellite).**

To attend all scientific sessions a full delegate registration is required.

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Exhibitors Registration Opening Hours

| | |
|-------------------|---------------|
| Thursday 29 March | 09:00 - 18:00 |
| Friday 30 March | 08:00 - 19:30 |
| Saturday 31 March | 10:00 - 17:00 |
| Sunday 1 April | 10:00 - 17:00 |

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 can be downloaded from:
<http://www.escexhibition.org/FCVB2012/default.aspx>

DEADLINE FOR SENDING BADGE ORDERS TO FCVBexhibition@escardio.org IS THE 24 FEBRUARY 2012.

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8. Stand Design and Activities Approval

Stand Drawings and Designs

Each stand design needs to be approved by the ESC and the Imperial College London. 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 before the **3 February 2012**.

- 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 Giveaways and Activities

All stand giveaways and activities need to be approved by the ESC. Please fill in the Stand Activity form available on <http://www.escexhibition.org/FCVB2012/default.aspx> and send it back to us before the **13 February 2012**.

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9. 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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10. Future ESC Congresses

| | | |
|-------------------------|----------|----------------------|
| EuroPREvent 2012 | Dublin | 3 - 5 May 2012 |
| Heart Failure 2012 | Belgrade | 19 - 22 May 2012 |
| ESC Congress 2012 | Munich | 25 - 29 August 2012 |
| Acute Cardiac Care 2012 | Istanbul | 20 - 22 October 2012 |

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

FCVBexhibition@escardio.org or +33 (0)4 92 94 86 83.

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