

FRONTIERS IN CARDIOVASCULAR BIOLOGY

Third Meeting of the ESC Council on Basic Cardiovascular Science

FCVB 2014

GUIDELINES FOR INDUSTRY PARTICIPATION

BARCELONA

4-6 JULY

www.escardio.org/FCVB

Congratulations

You have decided to partner the third Frontiers in Cardiovascular Biology (FCVB) meeting.

FCVB 2014 will take place in the city of Barcelona, an open, dynamic and stylish Mediterranean city with a unique friendly atmosphere.

By associating with FCVB 2014, you will participate to one of the most relevant exchange platforms for basic and translational cardiovascular biology.

Thank you for reading these Guidelines

Successful planning makes for successful execution and the European Society of Cardiology will happily guide you over the coming months towards a congress rich in discussion and exchange for your organisation.

These Guidelines will guide you in the necessary steps of your participation at FCVB 2014. The document is organised by activity to allow you to concentrate on areas of interest to your organisation. Please read this document carefully and share with the necessary colleagues and agencies involved in the organisation of your FCVB activities.

Please carefully note the key deadlines marked at the start of each chapter; to ensure we deliver a successful FCVB, we will not be able to deviate from these deadlines.

The ESC Congress industry portal: www.escexhibition.org/FCVB2014

Please note that a successful application for participation at the FCVB 2014 Meeting implies an acceptance of the requirements contained within these Guidelines and also in any updates posted on www.escexhibition.org/FCVB2014

Your contacts

A dedicated team is happy to assist you in your preparations for the FCVB Meeting. Please contact the following people as necessary for your queries.

Exhibition, Sponsored Sessions and Rooms at FCVB:

FCVBservices@escardio.org

Mrs Abir Ghorab

Exhibitor Registration:

FCVBregistrationescardio.org

Mr John Bakker

General Information:

FCVBsecretariat@escardio.org

FCVB Secretariat

European Society of Cardiology

Les Templiers

2035, Route des Colles

CS 80179 BIOT

06903 SOPHIA ANTIPOLIS Cedex

France

Web Site: www.escardio.org

Tel: +33 492 94 76 00

Fax: +33 492 94 76 01

Sponsorship:

sponsorship@escardio.org

Ms Samantha Bickham

Accommodation:

hotels@escardio.org

Mrs Tina Oldenburg

We look forward to working closely with you over the coming months towards a rich and innovative FCVB 2014.

Definitions

The Exhibition	The technical and scientific display of current and future healthcare practices, goods and services relevant to the field of cardiology.
The Exhibitor	Any person, firm, company or corporation and its employees and agents to whom space(s) have been allocated for the purpose of exhibiting at the Exhibition.
Sponsored Sessions	Satellite Symposia organised by ESC Industry Partners.
Rooms at FCVB	Rooms rented to Exhibitors to organised different meeting formats.
Sponsorship	Additional marketing strategies purchased by Exhibitors to attract attendees to their booth and Sponsored Sessions, or to deliver their messages.

Keys Dates

17 March 2014	Deadline for stand application forms Deadline for satellite symposia applications
21 April 2014	Deadline for exhibitors to send their Company and Product description
28 April 2014	Deadline for satellite organisers to send their satellite symposia programme
29 April 2014	Deadline to send Delegate Bag Insert artwork (DBI) for approval
19 May 2014	Deadline to send printed DBI
26 May 2014	Deadline for exhibitors to submit their Stand Design
9 June	Deadline for exhibitors for declaring Stand Activity
12 June 2014	Deadline for exhibitors to order Exhibitor Badges
20 June 2014	Deadline for Stand Services orders – After this date orders will incur 5% surcharge
24 June 2014	Deadline for sending insurance certificate copy to ESC Industry Services Team
2 July 2014	Deadline for Stand Services pre -orders – After this date orders will be made on-site
4 – 6 July	Frontiers in CardioVascular Biology – Barcelona, Spain

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Section 1 – General Information

1.1 Venue

Palau de Congressos de Catalunya
Avenida Diagonal, 661-671
08028, Barcelona, Spain
Tel : +34 933 644 400
Email : www.pcongressos.com
Web Site: www.pcongressos.com



1.2 Application

The Organiser has written this guide. A successful application made by a company wishing to participate in the exhibition will imply acceptance of the requirements contained in these Guidelines.

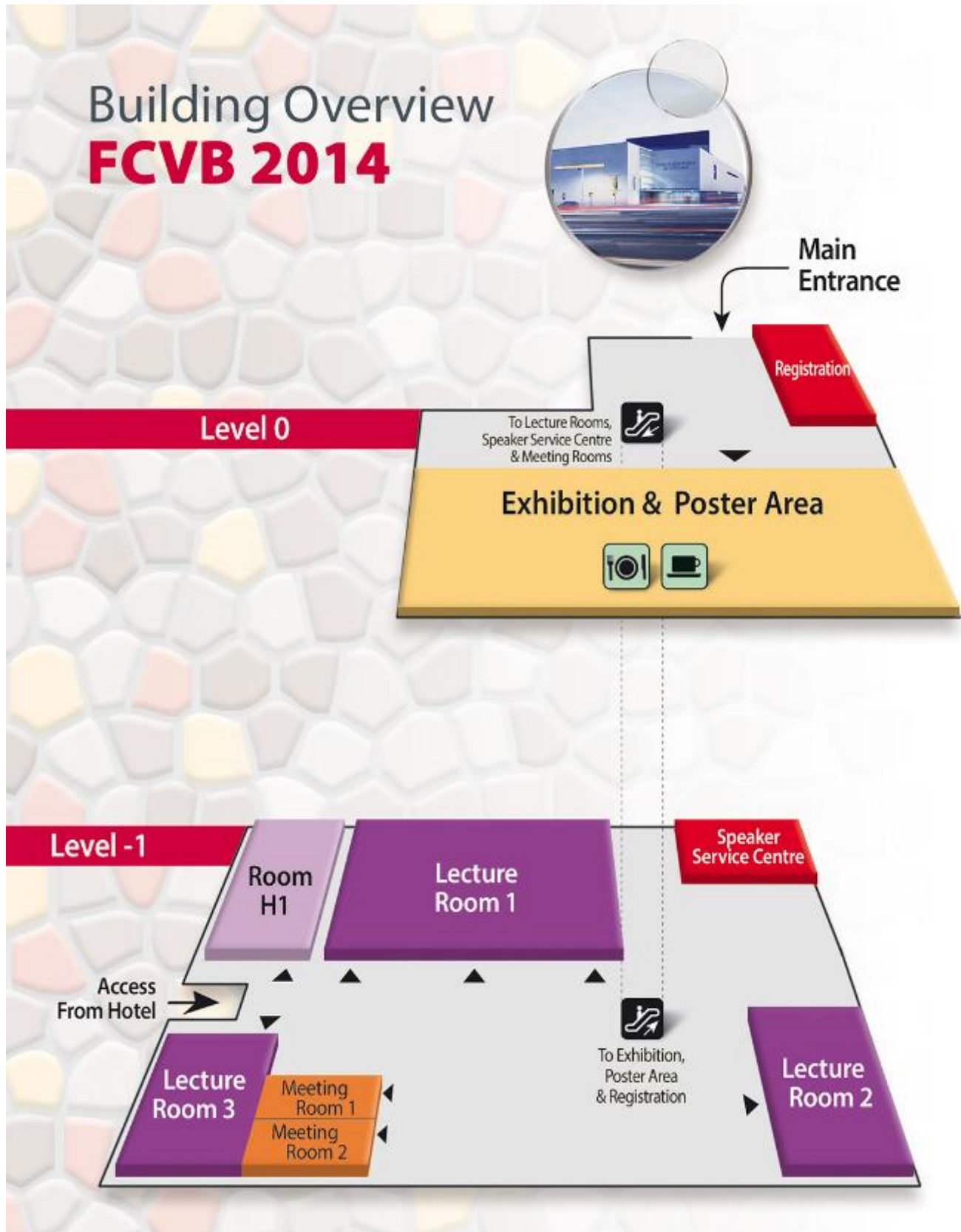
1.3 Congress Schedule: 4 – 6 July 2014

	Friday 4 July	Saturday 5 July	Sunday 6 July
Registration	08.00 - 18.00	08.00 - 18.00	08.00 - 18.00
Speaker Service Centre	08.00 - 18.00	08.00 - 18.00	08.00 - 17.00
Scientific Programme	09.00 - 18.00	09.00 - 18.00	09.00 - 18.00
Exhibition	09.00 - 19.00	09.00 - 17.00	09.00 - 17.00

1.4 Language

The official language during the Congress is English.
No translation is available.

1.5 Building Overview



Section 2 – Exhibition

2.1 Exhibition General Information

2.1.1 Exhibition Contacts

For general information on exhibition:

Please contact:

European Society of Cardiology

Les Templiers

2035, Route des Colles

CS 80179 BIOT

06903 SOPHIA ANTIPOLIS Cedex

France

Tel: +33 (0)4 92 94 86 83 - Fax: +33 (0)4 92 94 76 26

Email: FCVBservices@escardio.org

Web Site: www.esceexhibition.org/FCVB2014

For information regarding:

- Building or to plan a site visit
- Electricity connection and consumption
- Internet
- Stand cleaning
- Security Guards
- Catering

Please contact:

Ms Beatriz Sáiz

Palau de Congressos de Catalunya

Tel. + 34 93 364 45 55 ext: 8020

Email: beatriz.saiz@pcongresos.com

For information regarding:

- Technical aspects of the exhibition such as extra order for stand equipment or personalised stand requests
- Requests for furniture, plants/flowers, electrical equipment, carpet/flooring, fascia, A/V equipment,
- Order of shell scheme stands – stand packages
- Request for staff on the stands – hostesses

Please contact:

Ms Idil Criado Bazan

Palau de Global Services

Tel: +34 93 364 40 55 ext. 8026

Email: idil.criado@pcongresos.com

Find all **relevant information, documentation, guidelines and order forms** on the ESC Exhibitors and Industry Partners Web Site: www.esceexhibition.org/FCVB2014 such as:

- Important announcements for industry participation
- An electronic version of these Guidelines
- Technical aspects of the exhibition such as floor plan and extra orders for stand equipment, shell scheme stands or personalised stand requests
- Order forms for furniture, plants/flowers, electricity, carpet/flooring, fascia, AV equipment, internet, hostesses, security, catering etc.

We recommend you visit www.esceexhibition.org/FCVB2014 regularly to complete order forms in due dates and learn about the latest announcements

2.1.2 Exhibition Booking Procedure & Condition

- **Admission to FCVB 2014**

The exhibition is open to companies active in basic cardiovascular science area and related fields. Marketing bureaus, consultants etc. may hire stand space in order to conduct their research or provide their services. These activities are restricted to the rented stand space. Canvassing for clients outside the space assigned is strictly forbidden.

- **Conclusion of Contract**

Application for a stand is made by submitting the Application Form for stand space available on www.escexhibition.org/FCVB2014. After submitting your stand space application you will receive from ESC Industry Relations Department, an order form to sign and to return by Email: industry@escardio.org or Fax: +33 (0)4 92 94 76 26.

By signing the order form, the company accepts the requirements contained in the Guidelines for Industry Participation and any supplementary provisions. Confirmation of the allocation of a stand by ESC Industry Services Department constitutes conclusion of the rental contract between the Exhibitor and the FCVB 2014 Secretariat. A stand assignment and an invoice will be sent to the Exhibitor by email. The date on the stand assignment is considered to be the date of stand allocation. If the contents of the stand assignment deviate from the contents of the Exhibitor's application, the contract is based on the substance of the stand assignment unless the Exhibitor protests in writing within two weeks after the date mentioned on the stand assignment.

- **Renting Stand Space**

"Stand Space" refers to the physical floor area occupied by an exhibit and excludes all construction materials and services such as electricity and communications. The ESC rents stand space in accordance with the compatibility of the items to be exhibited with subject matter of the exhibition.

The ESC reserves the right to deviate from the stand confirmation and to allocate a stand in a different location at any time, to alter the size of the stand, to re-locate or close entrances and exits on the Exhibition Grounds and/or in the Congress Centre, and to carry out any other structural alterations providing it has a substantial interest in such measures, based on special circumstances. The ESC will contact the company in writing to inform them of any change to their assignment.

If in such cases the interests of the Exhibitor are unreasonably impaired, the Exhibitor may withdraw from the contract in writing within one week after receipt of notification of the type of alteration. The ESC accepts no responsibility for any damage which may result from such changes. Modifications to a stand assignment do not entitle a company to a refund.

The ESC 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.

- **Assignment of Space**

Stands will be assigned to Exhibitors on a "first come, first served" basis

- **Subtenants and other represented companies**

Sharing the stand area with another company, regardless of whether this company is represented by its own exhibit and staff (subtenant) or only by its own exhibit (represented company), is not allowed, unless written approval is obtained from the ESC Industry Services Department. Transfer - even in part - of the rights and obligations arising from the rental contract to third parties is not permitted

- **Terms of Payment**

- The stand rental fee must be paid in full before the event. Failure to do so will result in the automatic cancellation of the assignment.
- The Exhibitor renounces the right to offset counterclaims against rent payable in time unless the counterclaims are undisputed or have been confirmed by a court of law.
- If the Exhibitor fails to meet these financial obligations, or additional expenses and other claims arising from the contract, The ESC is entitled to prevent the Exhibitor from assessing the assigned booth as long as a joint solution is not identified.
- Non-payment is considered a violation of the Organiser's rules; as a consequence it will entail closure of the exhibit before/during the event. In such cases, the exhibitor will be excluded from future events organised by the FCVB 2014 Secretariat or another constituent body of the ESC.

2.1.3 Exhibition Time Schedule

Exhibition Build Up:

Thursday 3 July	09.00 – 18.00	Exhibition Build-Up
Friday 4 July	08.00 – 09.00	Stand decoration only and ESC inspection

Exhibition Opening Hours:

Friday 4 July	09.00 – 19.30	Exhibition OPEN
	12.45 – 14.30	Lunch (will be served in the Exhibition)
	16.00 – 16.30	Coffee Break in Exhibition
Saturday 5 July	18.30 – 19.30	Networking reception in Exhibition
	09.00 – 17.00	Exhibition OPEN
	11.30 – 13.30	Lunch (will be served in the Exhibition)
Sunday 6 July	15.00 – 15.30	Coffee Break in Exhibition
	09.00 – 17.00	Exhibition OPEN
	11.30 – 13.30	Lunch (will be served in the Exhibition)
	15.00 – 15.30	Coffee Break in Exhibition

Exhibition Dismantling:

Sunday 6 July	18.30 – 20.00	Exhibition Dismantling
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IMPORTANT

An access schedule for delivery will be established by the official forwarder and lifter, Fairexx. This schedule should be respected and each exhibitor must adhere to their delivery slot.

On Thursday 3 July the hall will be open for construction from 09.00 to 18.00.

All construction must be completed imperatively by 18.00 on Thursday 3 July.

On Friday 4 July from 08.00 to 09.00 only decoration of the stands will be allowed.

From 18.00 on Thursday 3 July, empty cases must be removed from the aisles which must be kept clear for cleaning. Any packing cases still left in the aisles will be removed at the exhibitor's expense.

For Exhibitor requesting stand package from the Official stand supplier, the stand will be ready to decorate from Thursday 3 July 15.00

During the congress days, stand personnel can access the exhibition 1 hour before the opening of the exhibition with an exhibitor badge

NO DISMANTLING BEFORE 18.30 on Sunday 6 July.

Exhibitors who have a stand package or a stand ordered from the local stand supplier should remove all personal items from the stand by Sunday 19.30. All remaining material will be considered as rubbish.

Outside the exhibition opening hours, delegates will access lecture rooms and/or the poster area along a route through the Exhibition. Exhibitors should therefore take all reasonable precautions to protect valuables.

Security guards may be hired to protect valuables. This service can be ordered using the appropriate form in the Exhibitors' Guide available on www.esceexhibition.org/FCVB2014.

2.1.4 Working Passes and 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. Working Passes will be given out at the lorry unloading area by Fairexx 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. Exhibitors must ensure their badges are clearly visible at all times while inside the congress centre.

IMPORTANT

Working passes will only be delivered by Fairexx at the loading zone.

- **Free Exhibitor Badges**

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.

Exhibitor Badge Allocation: The number of badges depends on the size of the stand:

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

IMPORTANT

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 FCVB 2014 Scientific Sessions.

Scientific Exhibitor Badges give access to the Scientific Sessions of FCVB 2014

Neither badge entitles the holder to get a congress bag, a certificate of attendance and do not include a journal subscription.

Exhibitor Badges must be ordered before **12 June 2014 using the exhibitor badge order form available on:** www.esceexhibition.org/FCVB2014

For more information contact the registration team: FCVBregistration@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 **€33.06** per badge, **plus VAT if applicable**.

2.1.5 Product Description

All Exhibitors will be listed in the Final Programme, Mobile App and ESC Web Site together with a short description of the products exhibited (Maximum 50 words). All Exhibitors should submit the Product Description e-form available on www.esceexhibition.org/FCVB2014 before **21 April 2014**.

Please note that we can't guarantee the inclusion of the product description in the publications if received after the deadline.

2.1.6 Surveillance & Security

- The Organiser undertakes the general surveillance service of the Building, both by day and at night.
- Exhibitors are responsible for the surveillance of their stand and exhibits.
- We recommend exhibitors pay closer attention to their 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.
- The Organiser accepts no responsibility for goods stolen from exhibits.
- Security guards may be hired to protect valuables. This service can be ordered using the appropriate form in the Exhibitors' Guide available on www.esceexhibition.org/FCVB2014
- The Organiser may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of FCVB 2014, or who refuses to comply with the local safety rules.

2.1.7 Insurance

Neither the Building nor the Organiser can accept responsibility for damage, loss, theft, disappearance or injury of anything or anyone due to any cause whatsoever.

Exhibitors should also be covered against any claims which may ensue from transportation to and from the Building and against any claims which may be made by third parties, e.g. the Building, the City and/or their insurers, in respect of injury or damage sustained in any way whatsoever inside or outside the Building.

If any conditions within the Industry Guidelines for Participation are infringed, the responsibility for any accident will lie exclusively with the Exhibitor, who must have contracted an insurance policy for unlimited civil liability for harm to third parties, be it a person or an object. In the case of incidents caused by negligence or inaction on the part of exhibiting companies and their staff, the exhibiting company agrees to compensate the Organiser for all direct & consequential losses.

More information can be found on Section 7 "General Terms and Conditions".

IMPORTANT

All exhibitors must send a copy of their insurance certificate to the ESC Industry Services Department (FCVBservices@escardio.org) **10 days** before the opening of the congress (**by 24 June 2014**).

2.1.8 Shipping Information

Official Forwarder and Lifter for FCVB 2014:

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

Contacts: Mr. Stefan Grunwaldt - Stefan.grunwaldt@fairexx.com

On-site contact: Mr. Stefan Grunwaldt - Tel: +49 173 212 94 10

Web Site: www.fairexx.de

A shipping manual including documentation and deadlines required for customs clearance is available online at www.escexhibition.org/FCVB2014.

- **Groupage Shipments – No customs clearance is required**

Shipments should arrive at the advanced warehouse below no later than **27 June 2014**.

Warehouse address: FAIREXX LOGISTICS FOR EXHIBITIONS GMBH

KESSELBODENSTRASSE 34

85391 ALLERSHAUSEN/GERMANY

Notify: FCVB 2014 / Exhibitor Name / Hall & Stand Number

- **Full/part trailer loads (direct to the venue)**

Should arrive directly at the Palau de Congressos de Catalunya in accordance with the official build-up dates and timeslots that should be booked from Fairexx.

The timeslot request form is available online: www.escexhibition.org/FCVB2014

Venue Address: FAIREXX LOGISTICS GMBH

c/o PALAU DE CONGRESSOS DE CATALUNYA

AVENIDA DIAGONAL, 661-671,

08028 BARCELONA / SPAIN

Notify: FCVB 2014 / Exhibitor Name / Hall & Stand Number

For deliveries of semi & full loads during 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 MUNICH German Airport (MUC) by **26 June 2014** to ensure delivery to booth, 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: FCVB 2014 / Exhibitor Name / Hall & Stand Number

- **Seafreight Shipments**

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

Within the limits of the Palau de Congressos de Catalunya, Fairexx (official freight forwarder) and its agents act with the authority of the ESC on its behalf in matters concerning vehicle, logistics, security, freight forwarding, freight lifting and storage of goods. If the Exhibitor requires that parcels be delivered to their booth or be returned to their truck, Fairexx, can assist in this regard. For more information please consult the Fairexx Shipping Manual available on: www.esceexhibition.org/FCVB2014.

2.1.9 Goods Entrance

All materials for the Exhibition Hall should be unloaded from the "Puerta Muelle de Carga" or "Puerta Muelle de Carga" located in the parking area of the Palau de Congressos de Catalunya. Please refer to access plan on: www.esceexhibition.org/FCVB2014.

2.1.10 Traffic Control

Please instruct your drivers to wait at the entrance of the loading area. Once registered with Fairexx, unloading may proceed according to the access schedule. A waiting period should be expected.

IMPORTANT

Each exhibitor, who needs to access the loading zone, must request an unloading and reloading time slot through Fairexx for build up and dismantling prior to the event using the form on www.esceexhibition.org/FCVB2014.

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/FCVB2014.

2.1.11 Transport Regulations/Handling

The mechanical lifting and carrying of goods within the hall can only be carried out by the Official Forwarder and Lifter: Fairexx GmbH. **It is prohibited to drive motorised vehicles (including forklifts) into the building.** Fairexx will advise industry representatives on the mechanical lifting and carrying of goods in their quotation.

During the exhibition opening hours, from Friday 4 July 09.00 to Sunday 6 July 17.00, only light articles may be taken to the exhibition hall, pallet trucks may not be used.

Do not place anything in the aisles outside the stand. If you do, you will block the passageway for other transport. Fairexx or the Congress Centre has the right to store all packaging that is left in the aisles after **18.00 on Thursday 3 July**.

2.1.12 Storage

No refuse (e.g. empty cartons, crates or shipping/packing materials) may be left behind on the 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.

2.1.13 Customs Information / Taxes & Duties

Exhibitors will pay the various taxes and duties owed resulting from their participation in the exhibition.

2.1.14 Catering

Palau de Congressos de Catalunya Caterer, has the exclusive right to serve food and beverages within the exhibition area. Prior permission shall be obtained from ESC for any distribution of food and beverage samples. The official caterer services must make sure that the rules and regulations laid down by the Spanish authorities are observed.

Exhibitors are allowed to establish serving areas at their stand, but only after approval by ESC and according to specifications laid down by the official caterer services.

Exhibitors are allowed to hand out food and beverage samples of their own products under the condition that Spanish food safety regulations are observed. Under no circumstances will the exhibitors be allowed to sell food or beverages from their stand. Serving alcoholic beverages on stands is strictly forbidden. All companies offering hospitality are reminded of their responsibilities for hygiene & food safety.

All food & drink offered in the exhibition must be arranged via the official caterer.

When offering catering to delegates through the official caterer, exhibitors are encouraged to guarantee a healthy and balanced catering offer to delegates.

Catering Orders should be ordered using the appropriate form in the Exhibitors' Guide available on www.esceexhibition.org/FCVB2014.

For further information, please contact:

Ms Beatriz Sáiz

Palau de Congressos de Catalunya

Tel. + 34 93 364 45 55 ext: 8020

Email: beatriz.saiz@pcongresos.com

2.1.15 Stand Activities and Promotional Regulations

• **Activities on stands**

The main activity of any exhibition stand should be the presentation of the exhibiting company and/or its products or services. The use of photographers, portrait artists or other performers is not allowed without the written permission of the ESC.

All stand activities must be submitted, using the form on www.esceexhibition.org/FCVB2014, for the approval of the ESC by **9 June 2014**. After this date the ESC cannot guarantee approval. Non-approved stand activities will result in the exhibitor being obliged at their own expense to discontinue any such activity on-site and may risk penalties.

NOTE

- FCVB 2014 official language is English.
- All flyers, items for distribution, promotional materials, presentations on stands and information on stand displays must be in English.
- Distribution of translated printed documents is permitted.

• **Presentations on stands**

The focus of presentations should be product-related information and not on the presenters themselves. Celebrated or costumed presenters may be employed as long as they are not central to the presentation or its publicity. Where Key Opinion Leaders (KOLs) are employed as presenters, their presence should be discrete and not publicly advertised.

NOTE

The nature of the presentation should be informal; the titles of official ESC sessions such as "Meet the Expert" "Symposium" "Experts on the Spot" etc must not be used by companies to describe their presentation. The use of presentation titles is subject to prior approval by the ESC. All flyers, promotional brochures which refer to the presentation and are to be distributed to delegates during the Congress are subject to prior ESC approval. The activity or distribution of flyers pertaining to the presentation may be stopped onsite should approval not have been secured in advance.

• **Stand Activities**

Companies may organise stand activities in line with the information they have to communicate with the delegates. Stand activities should be focused on the product, scientific information to be communicated and companies should ensure that the perception of the activity is above all one of transfer of knowledge. All stand activities must be submitted to the ESC for approval.

Interactive technology based activities may be accepted provided their focus remains product, scientific knowledge transfer and they have no negative impact on the exhibition area or other rules within this publication.

As it would not be in the spirit of the perception of transfer of knowledge to communicate widely on specific stand activity, communication of all approved activities must remain "low profile" and no blatant publicity should be made. Stand activities must be declared to the ESC by using the appropriate form available for this purpose, see www.esceexhibition.org/FCVB2014.

When planning stand activities, Exhibitors shall refrain from:

- holding lotteries
- organising games of chance
- using "market stall" techniques
- distributing items with no scientific value
- using performance artists

- **Items for distribution**

Exhibitors can distribute approved items to delegates on their stands and/or to those delegates participating in approved stand activities. The ESC recommends that items for distribution are of scientific or educational value with a maximum purchase value of €60. For items which have no scientific or educational value, the maximum purchase value must not exceed €10. Items should be equally available to all delegate or participants of stand activities; drawing winners is not allowed.

All items for distribution should be declared to the ESC using the form available for this purpose, see www.escexhibition.org/FCVB2014.

Each exhibitor should declare all items for distribution in advance with a description/picture and unit price using the form available on www.escexhibition.org/FCVB2014. For more advice on items for distribution approval, contact FCVBservices@escardio.org.

NOTE

- Non-scientific items for distribution must not exceed €10 purchase value.
- Items of scientific or educational value must not exceed €60 purchase value.
- Certain items such as digital cameras, MP3 players, tablet computers or other hi-tech, high value goods are not considered appropriate
- Approval of all items for distribution is at the discretion of the ESC.
- In the case of printed or electronic material for distribution, the intellectual ownership of content should not be a cause for dispute and images should not cause offence. Additionally, any quoted references should be clear and follow internationally accepted principles; scientific claims should be based on accepted evidence. ESC's decision in such matters will be considered final.

Distribution or display of materials by an exhibitor or its agents is limited to:

- The company's exhibition space only
- Sponsored Sessions (see applicable rules in Section 3)

IMPORTANT

- Items for distribution should be legal in the congress hosting nation, in terms of the item itself and any product advertised.
- Items for distribution must be safe for the user & not endanger health or reputation of congress participants or ESC.
- Items for distribution should be reasonable and to the value stated here, the item should in no way overshadow the main activity of the sponsor.
- The distribution must not disturb neighbouring stands or cause queues outside the stand area.
- Each exhibitor is expected to show proof of purchase value either before or during the congress.
- Non-compliance will be considered a violation of these Guidelines.

- **Items which may be advertised**

It is prohibited to advertise goods and services which have not been admitted (see stand space application form) to FCVB 2014 or to make publicity for organisations which do not occupy stand space at FCVB 2014. Exhibitors should be aware that they are held responsible for any material on which their logo and / or name appears. This applies especially to any brochures produced and distributed by a third party.

- **Audio visual activities**

The projection of films and slides; any amplification with the aid of loudspeakers; the production of music and/or sound; as well as the use of lighting, computer monitors and television screens is acceptable within the stand space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand area. If the ESC judges that a disturbance is being cause, the exhibitor is to halt the activity immediately. Failing this, the ESC reserves the right to make the necessary arrangements at the expense of the exhibitor. A refusal to lower the sound level or halt an activity will be considered a violation of these Guidelines. Licensing for copyrighted work is the sole responsibility of the exhibitor.

- **Photography & filming**

No part of the building or of the exhibition may be photographed or filmed without permission of the ESC or of the relevant Exhibitor. The ESC is entitled to photograph, draw or film installations, stands, as well as exhibits to use these reproductions in its publications and in the press. The exhibitor is entitled to photograph or film his own exhibition stand during exhibition hours or build-up and dismantling periods for professional use only.

- **Special effects**

“Special effect” lights, laser, sound & video projection/recording on the stand will only be allowed:

- when the effect is limited to the rented stand area
- if it is proven that there is no health or safety risk
- and when written permission from the ESC has been achieved

- **Prohibited activities**

Exhibitors are not allowed:

- To display or use names or trademarks which may be misleading or cause hindrance to the exhibitors at other stands or to visitors to FCVB 2014
- Barring exemption applied for and granted, to sell goods against surrender of the purchased items or to receive money in any way for goods sold or offered for sale or for services rendered
- To affix sold-tags to goods on display
- To remove exhibits from the stand, to add exhibits to the stand or to cover (parts of) exhibits on the stand

Stands should not be dismantled or items removed prior to the end of the congress, **Sunday 6 July 2014 17.00**. See Exhibition Time Schedule in Section 2.1.3.

- **Badge scanning and market research**

All stand activities must be confined within the stand perimeter. Badge scanning by hostesses or staff members as well as market research / questionnaire polling must be held on the stand space only. It is forbidden to conduct such activities in the aisles of the Exhibition or in any other area of the congress centre.

- **Staffing on stands**

The space assigned to the exhibitor shall be staffed at the beginning of the exhibition on Friday 4 July 2014 at 9.00, during the opening hours of the exhibition as well as during the construction and the dismantling and removal of the stand. The exhibitor shall make sure that either he/she or a person authorised by him/her is present at the site at all times. Unattended stands are a security risk to the exhibitor and, during open periods, are discourteous to delegates, fellow exhibitors and the ESC. Such cases will be considered as a violation of the Guidelines.

- **Promotion rights**

The use of any ESC corporate branding and visuals (such as logos, images, graphics, graphic chart), without written permission, is strictly forbidden in any advertising, publicity, signage, product, printed matter, film, video, other media, etc. without prior request and subsequent written approval from the ESC. A dedicated congress graphic has been created for the ESC Congress and can be freely used by exhibitors in their communications. The graphic must not be distorted or altered in any way.

A copy of the ESC Corporate Identity Rules and Regulations, the Branding Guidelines and ESC Corporate Logos and Visual form request may be obtained at following web address:

www.escardio.org/about/how/policies/Pages/corporate-identity.aspx.

For further information, please contact: communications@escardio.org.

- **Usage rights for music, images, films**

Participating companies are solely responsible for paying all usage rights and royalties for the use of intellectual property (music, photos, movies, artwork, etc) used on the company's exhibition stand; before, during and after Sponsored Session as well as during any company-organised event at the venue or in the city of the congress. The ESC reserves the right to request a copy of the authorisation or proof of payment of the said rights that should cover the duration of the congress as well as the 2 days before and after the event. More information can be found on the World Intellectual Property Organisation website: www.wipo.int and www.wipo.int/treaties.

- **Regulation on participation at medical congress exhibitions**

Exhibitors are advised to consult the Codes of Practice of their governing bodies and the Spanish Ministry of Health for information and guidance on regulations around attendance at medical congress exhibitions. In all cases, exhibitors are responsible for ensuring that their promotion during the congress is legally and ethically acceptable in Europe and, in particular, Spain.

- **Stand promotion**

For further details on how to promote your stand presence, please consult the sponsorship opportunities in Section 4 “Sponsorship”.

- **Embargo regulations**

It is strictly forbidden to hold industry scientific meetings or other formal gatherings outside the congress premises between 2 July and 8 July 2014.

2.1.16 Miscellaneous

- **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.

- **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.

2.2 Technical Guidelines for Exhibitors

2.2.1 Exhibition Location

The exhibition at FCVB 2014 will be located in the Level 0 of the Palau de Congressos de Catalunya.

- **Load capacity**

The maximum permissible load on the floors of the Building is: **500 Kg per square meter**.

2.2.2 Exhibition Information / Pricing / Minimum stand space requirements

Two options are available, either a "9m² stand Package" or a "Stand Space Only".

The price for a **"9m² Stand Package"** is **€2.500** plus VAT.

It includes: 9m² space, walls, fascia board with company name, carpet basic furnishing (1 table, 4 chairs and 1 lockable welcome desk/counter) and electricity (connection and consumption)

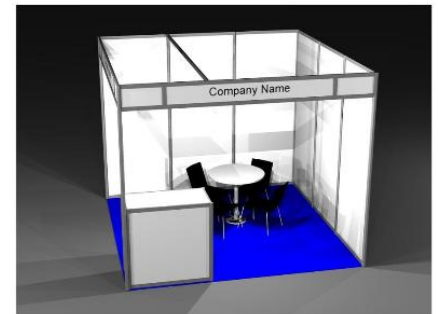
The price for a **"Stand Space Only"** is €250 per m² plus VAT.

A reduced rate of €220 per m² plus VAT is offered to publishers, booksellers and journals. Minimum stand size is 9 m² for Industry, 6 m² for Publishers.

The Organiser will hire out the stand as 'SPACE ONLY', which means that the stand site will be rented out without any prefabricated walls, installations, furniture, electricity, carpet and furnishings, or any other technical supplies and facilities.

The Exhibitor shall personally take care of the set-up and installation of the stand, the mandatory items are means walls (depending on the type of the stand), carpet, electricity connection and consumption and cleaning.

Exhibitors who need to rent a standard exhibit stand module are advised to use the services of the official stand supplier. Exhibitors' Guide with order forms is available on: www.escehhibition.org/FCVB2014.



IMPORTANT

The selection of the stand space is crucial. When you select your stand space, keep in mind your restrictions in terms of compliance and quantity of material that will be on the stand during the congress. The Industry Services team is available to help you make the right choice.

2.2.3 Stand Construction Guidelines

- **Overview information for stand construction**

IMPORTANT

All exhibitors must submit a detailed stand drawing to the ESC Industry Services Team (fcvbservices@escardio.org) before **26 May 2014**. Construction of any stand is prohibited without written ESC approval of the stand design. If a company wishes to hire a stand module from the local stand supplier, the ESC Industry Services department should be informed

- **Stand Dimensions**

Immediately after allocation of the stand, the exhibitor is urged to personally check the location and measurements of installations which might be found on the stand space assigned. The ESC does not accept responsibility for the detailed accuracy of the floor plans provided for exhibitors' reference.

- **Stand types**

- Island: open on 4 sides
- Peninsula: open on 3 sides
- Corner: open on 2 sides
- In-line: open on 1 side

- **Numbering**

Each stand will be numbered by the ESC.

- **Stand Design**

Every exhibitor must submit an exact statement of the dimensions of their stand, as well as plans and descriptions of their stand. Those companies renting a stand module from the building should submit the package type, dimensions & non-standard items such as display screens and catering areas.

This information should be sent to the ESC by email to FCVBservices@escardio.org before **26 May 2014**.

The drawings must clearly indicate, in English, the planned layout, equipment and furnishing of the stand, including the signage and visuals. The location of power outlets, electricity cables, moving parts, details of raised floors, water as well as telephone and ventilation installations must also be indicated. Please supply:

- a SCALED top view drawing
- a SCALED side view drawing
- a three-dimensional drawing (or photograph)

Indicating the various heights and the open/transparent spaces will, in principle, be sufficient. If special construction is planned (information towers, moving parts, etc.), additional information will have to be submitted.

If fabrics (including linoleum and vinyl floor coverings) are to be used, safety certificates in English or Spanish (language) should be supplied.

- **Responsibility**

Exhibitors are fully responsible for all displays and demonstrations they hold.

- **Responsibility to Neighbouring Stands**

FCVB is a long standing event with a reputation of equity in its dealings with all participants. The responsibility of ensuring a fair and balanced experience for all is shared by all participants.

Each exhibitor is asked to consider, therefore, the impact of their stand construction on neighbouring exhibits and ensure transparency. If there is a risk of unfairly blocking another stand from view, even when all the Guidelines are respected, the ESC will retain all rights of approval of the final stand design. In order to respect the fair nature of the exhibition, exhibitors are requested to indicate any possible problems of transparency or impediments to neighbouring stands. Failure to do so would breach the spirit of the exhibitor's contract with ESC and in such cases the exhibitor responsible will be expected to make such changes as are necessary at his own cost. In such cases, the decision of the ESC will be considered final.

- **Stand Design Approval**

The ESC will send an approval of the stand design to the exhibitor and/or the exhibitors' agent. Only with this approval shall the stand be deemed eligible for construction.

No approval means no permission to construct the stand – resulting costs are entirely at the exhibitor's expense

Any set-up or installation, which does not comply with the standard specifications or with the designs approved by the ESC, must be corrected by the exhibitor before the opening of the exhibition. Failure to do so will result in the correction being made by the ESC or removal of the stand. All expenses for these corrections / removal will be payable by the exhibitor. The ESC accepts no responsibility for damage caused by these changes. Exhibitors are strongly encouraged to consider potential stand activities such as demonstrations, presentations, storage, hosted quizzes and hospitality when planning stand usage.

IMPORTANT

Approval of the stand design does not mean approval of stand activity.

Stand activities must be declared in a separate form (For more information see Section 2.1.15 "Stand Activities, Hospitality and Publicity")

All stands must be finished before the start of the congress. An inspection will be done by the ESC in the one hour before the end of official build-up. Exhibitors, or their qualified representative, must be at their stand during the inspection and must be able to supply all information and certificates concerning equipment and materials used.

Packing material shall be removed from the stand. If it appears to the ESC that the equipment and furnishing and/or the set-up and installation of the rented stand site will not be completed in due time prior to the deadline, the organisers shall be entitled to take all measures they may deem necessary. The Exhibitor shall pay all costs that could arise there-from. He shall not be entitled to any claim for reimbursement that may arise in consequence of such an intervention.

- **Shell scheme stands**

Those exhibitors who need to rent a standard exhibit stand module are urged to use the services of the official stand service supplier. Shell scheme stands (6m²-18m²) provided by the official stand service supplier will be uniform stands with uniform graphics, height and design. Partition walls will be 2.5m high, graphics & signage may rise 0.5m further.

A turn-key stand solution is available at attractive package prices for stands up to 18m².

This stand includes:

- **Structure:** Walls, carpet, fascia board (1 per open side, standard font and lettering in black) and assembly charges.
- **Lighting:** 1 spotlight per 3m², 1 electric socket, power supply and electric consumption included.
- **Furniture package:** According to the project, counter with high stool, brochure rack, table and chairs.

NOTE

It is forbidden to make holes, insert screws or nails in the walls from the official stand service supplier.

Stand package order form is available on: www.esceexhibition.org/FCVB2014.

- **Stand height**

If so desired, exhibitors with stands larger than 18m² can submit a written request to obtain permission to exceed the standard height of 2.5m. All designs over 2.5 metres high will be judged on transparency, size, location and volume.

Stand height allowance is in direct proportion to the m² floor area of each stand and is as follow:

- **Stand height allowance**

Stand size	Stand Height Allowance
Stands lower than 18m ²	2.5m
Stands over than 18m ²	3m

- **Stand transparency**

For Island and Peninsula stand types, the ESC requires that line of sight through the stand be possible from aisle to aisle for at least 33% of the stand width when viewed from each open side.

On the closed side of peninsula stand type, the ESC requires that a line of sight for at least 33% of the stand width is respected when the construction goes over the back wall height.

As an example of assessment criteria, high walled areas forming large storage rooms may block neighbours unreasonably and in this case, will not receive approval. A high tower to attract attention (not blocking neighbours) is likely to be approved. For aesthetic reasons, ESC does not advise constructions rising floor to ceiling.

NOTE

If large enclosed areas are envisaged, it is important to consider this when initially choosing a stand location. There are several constraints attached to island and peninsula stands. Since these constraints apply to 'open' sides of a stand, exhibitors planning an enclosed stand (a solid structure with covering) are advised to seek corner or in-line locations when selecting a stand location.

- **Accepted Stand Types (No Two-storey structures)**

Two-storey structures are not allowed. Arches, bridges or similar constructions connecting two or more stands are not allowed. L & U shape island stands are not encouraged.

- **Separation walls**

All peninsula, corner and in-line stands must be separated from neighbouring stand(s) by means of a separation wall – the building can supply this if required. In principle this separation wall should be 2.5 metres high, and finished on all sides. The separation wall is considered as part of the stand design and should be indicated on the stand drawings. If two neighbouring exhibitors come to an agreement regarding the separation wall, the right to and the height of this wall must be approved by the ESC. Walls, inset 1m from the perimeter of a stand, are not considered as separation walls. These walls cannot be higher than 3.5m.

In cases where an exhibitor fails to supply & install necessary separation walls by **18.00 on Thursday 3**

July 2014, ESC will arrange for walls to be erected and if necessary for floor covering to be laid at the exhibitor's expense.

IMPORTANT

In order to have a physical separation of a booth (e.g. to separate the scientific and commercial part of the same company) an Industry can choose to have two peninsula stands side by side, instead of one island stand. Please make a note in the stand application form to inform the ESC Industry Services team of this choice and they will advise you accordingly.

An access between the two peninsula stands is possible. This access should appear on the stand design.

- **Back walls**

The rear sides of each stand shall be designed and decorated by the Exhibitor to whom this stand belongs, provided that the interests of the neighbours are not affected thereby. Walls constructed on an open side should be visually appealing to adjacent exhibits – some suggestions include screens with moving displays, scientific posters and colourful design and lighting.

- **Open sides of a stand**

Walls erected on the open sides of a stand must be 30cm inset from the edge of the stand and must not be longer than 1/3 of the length of the stand. It is forbidden to erect walls, glazing or other constructions on or within 30cm of the perimeter of island stands. This also applies to the open sides of peninsula, corner and in-line stands. Stands should be fully accessible on all "open" sides. Requests to be partially exempted from this rule should be submitted in writing to the ESC.

- **Stand elements**

Stand elements placed on the open sides of a stand must be 30cm inset from the edge of the stand. The height of these elements is subject to the stand height allowance chart.

Generally speaking, should the ESC consider that an item of the stand will obstruct visibility of neighbouring stands the ESC reserves the right to ask for modification. All costs for modifications must be borne in full by the exhibitor.

IMPORTANT

Stand Elements (decorative element, counter, kiosk...), lower than 1.2m in height will not be considered as obstructive articles and will not be taken into account in the calculation of the transparency.

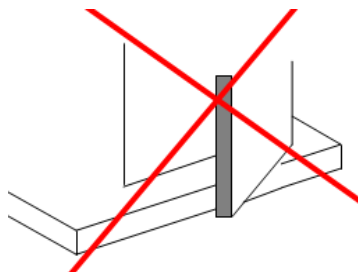
In the case where there is no line of sight between elements, the total width of these elements must not exceed 1/3 of the side of the construction.

- **Keep aisles clear**

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 aisles.

The doors of meeting rooms or storages located on the stand should not open on the aisles.



- **Positioning of stand**

Access to the doors, windows, fire alarms, hydrants, portable fire extinguishers, fuse boxes, line poles and circulation routes must be kept free from obstruction all times.

- **Positioning of exhibits**

The Exhibitor is not allowed to place articles to be exhibited in a manner, which, in the opinion of the ESC, affects or hinders neighbouring stands, e.g. with regards to the visibility of the neighbouring stands. Articles to be exhibited must be kept within the stand perimeter. The exhibit should pose no danger to participants.

Any structural or display element which does not satisfy the organisers and/or venue officials in terms of safety must be made safe or removed.

- **Access to stand**

Exhibitors are obliged to grant official supervisory staff and accredited representatives of the Palau de Congressos de Catalunya to their stands. Exhibitors, their staff and all visitors to the congress must obey the instructions of the above officers. In the event of a fire or other hazard all those present must leave the endangered area at once when directed to do so by a member of the safety and security staff.

- **Stand lighting**

No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Lighting should be directed to the inner confines of the stand space and project onto other exhibits or aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting is not permitted. Lighting that spins, rotates, pulsates and other specialized lighting effect that could interfere with neighbouring exhibitors or detract from the general atmosphere of the congress is strictly forbidden.

- **Stand flooring**

The stand floor must be adequately covered, for instance with carpeting or carpet tiles. The floor area of the stand must not be covered with paint or glue. The stand area may be covered only by the installation of an elevated platform or carpeting must only be held in place by its own weight on the floor or by adhesive tape. These items must be removed by the exhibitor at the end of the exhibition. It is forbidden to place mortar directly on the floor, to nail with percussion tools or to paint with spray guns.

NOTE

The Exhibition Hall aisles must be clear of goods on **Thursday 3 July 2014, 18.00** to allow cleaning in the aisles.

- **Platform floors**

The use of the wooden platforms is recommended for stands with water piping and/or a lot of electrical wiring; the stand construction agency will be able to advise on this matter. Exhibitors who use such platforms should bear in mind that:

- The platform must allow easy access to those in wheelchairs; part or all of the edges must be sloped for this purpose on each open side of the stand
- The maximum height allowed, measured from floor level to the top of the platform is 0.14 m without protection by a balustrade of at least 1.1 m in height
- For platforms in excess of 0.5 m a construction safety certificate, signed by a qualified technician, must be submitted
- The platform sides must be closed and neatly finished
- The platform edges must be safe (secured shape & easily visible)
- Platforms should be placed within the stand perimeter
- The platform must allow easy access to service points in case venue technicians require access



- **Stand roofing**

Stands may be covered by a roof insofar such roofs are in compliance with the fire protection regulations in Spain. All horizontal decorations, ceiling areas and roofs require prior approval by the ESC and must be coordinated with the Building. For safety reasons, all ceilings must respect the European standards.

Roofs, including ceiling grids, must neither restrict nor obstruct fire safety installations. Materials used must be at least Category B1 in accordance with DIN 4102, or at least Class C in accordance with EN 13501-1, i.e. flame resistant, and must not drip when burning, produce toxic gases nor obstruct the sprinkler system (minimum mesh size: 2 x 4mm or 3 x 3mm).

- **Building integrity**

The ceilings, walls, columns and technical installations of the building in general must not be subject to loads from the decoration or objects exhibited, or to affix stand parts, posters or other promotional material to columns, walls, girders, etc. of the building within or outside the stand space assigned.

The floor, columns and installations (distribution boxes, piping, rented shell stands, etc.) of the Building must be left in the same state in which they were found. Any damage shall be repaired by the Building owners at the Exhibitor's expense.

It is forbidden to make holes, insert screws or nails in the walls, ceilings, floors or columns of the building.

- **Due diligence**

All entities involved in FCVB 2014 must have adequate insurance to cover claims arising from industrial accidents and public safety, whatever the cause. Exhibitors and their contractors must abide by current legislation in Spain with regards to the prevention of occupational hazards which apply to the work being carried out. Particular care should be taken during construction and dismantling periods; un-safe working practices will be stopped by the organiser in the interests of public safety. Exhibitors using materials not conforming to any safety component of these Guidelines will replace them with safe alternatives at their own cost.

IMPORTANT

All exhibitors must send a copy of their insurance certificate to the ESC Industry Services Department (FCVBservices@escardio.org) **10 days** before the opening of the congress (**by 24 June 2014**).

- **Stand construction and fittings (Materials and fire requirements)**

Stand construction, installation of materials and poster supporting structures should be sufficiently stable to ensure public safety. Exhibit cases & displays should be sanded down / finished to ensure that they will not inflict cuts. Clear glass elements should display warning signs at eye level.

All stands, materials, installations, advertising supports, etc. must conform to public safety requirements in the host country and the E.U. Where these differ, the safest standard must be met.

The ESC encourages stand construction, materials and roof constructions that meet European safety norms (B1, as specified in DIN 4102, or at least Class C as specified in EN 13501-1). Ornamentations in hallways, corridors and stairwells required for emergencies (escape routes) must be made of non-combustible materials (i.e. A as specified in DIN 4102 or A1 as specified in DIN EN 13501-1).

Ornamentations using decorative elements from real plants are only allowed inside the buildings while they are fresh. Bamboo, reed, hay, straw, bark mulch, turf, (fir) trees without roots or similar materials do not meet the aforementioned requirements. The fire department must approve any exceptions.

Exhibitor's using materials not conforming to any safety component of these Industry Guidelines will replace them with safe alternatives at their own cost.

The use of pyrotechnics and sources of raw flame (e.g. candles) within the Exhibition is not permitted. The use of air balloons filled with combustible gas is prohibited in all spaces of the Palau de Congressos de Catalunya.

The ESC reserves the right to refuse access to the Exhibition Hall should we esteem that the correct protection equipment is not worn.

To ensure a safe build up and break down, the following precautions need to be taken into account (this list is illustrative and not exhaustive). For safety reasons, all stand builders must wear the correct equipment and follow the safe and secure regulations in Palau de Congressos de Catalunya:

- The exhibition is accessible only to persons in possession of a valid working pass delivered by our official logistic company, Fairexx, at the loading doors.
- Approved safety must be worn during the stand set-up and breakdown periods
- An approved safety helmet must be worn when the safety sign is on in the exhibition halls
- Smoking, drug-taking and the consumption of alcohol are prohibited
- The emergency exits and traffic routes should always be kept free of obstructions. The emergency exits should be used only in emergencies
- Fire extinguishers should always be kept accessible
- One must conduct hot work (e.g. welding) in a safe area with fire extinguishers close by and should be submitted for approval by the building
- Persons working at heights in excess of 2.5m must be attached by a safety line. It is not allowed to work on a ladder at heights above 2.5m for more than 2 consecutive hours.
- Only approved (i.e. CE certified) machines and tools may be used
- One must stack goods properly
- One must use qualified staff when performing electrical work

Please refer to the "Palau de Congressos de Catalunya Internal Regulations" for further information: www.esceexhibition.org/FCVB2014

For any question on the safe and secure in Palau de Congressos de Catalunya, **Ms Beatriz Sáiz** - Email: beatriz.saiz@pcongresos.com

- **Suspension points**

Use of suspension points is not permitted. All displays should be free standing.

2.2.4 Exhibition Services

For all your stand services orders and the latest exhibition logistics information, please visit:
www.esceexhibition.org/FCVB2014.

All stand services can be ordered via the Palau de Congressos de Catalunya Exhibitors' Guide.
For further information on services available, please contact **Ms. Idil Criado Bazan or Ms. Beatriz Saiz** - Tel:
+34 93 364 45 55

- **Service points**

The electricity will reach stands from the floor. Connections to this service must be made by the official supplier or the venue only. Access points at any given location may be supplying services to other exhibitors; therefore some stand areas may have cables/pipes/electrical distribution boxes within their area feeding other locations. For aesthetic reasons it may be necessary to shield these pipes or in extreme cases install a platform floor, in such cases ESC will advise exhibitors at the earliest opportunity. Any additional costs arising will remain the responsibility of each exhibitor.

- **Electricity**

Exhibitors must inform the official supplier of the electric power outlet they need. Electricity installations cannot be connected to the Building until they comply with the building rules & regulations.

- **Connecting to Mains:** Stands can only be connected to the building's electricity mains by the electricians authorised by the building. Should an unauthorised connection damage the power distribution system or connected plants, the building will demand compensation from the company responsible for the connection.
- **Electrical Supply:** The standard supplies of electrical current available at the building are:
230 Volts single-phase current ($\pm 10\%$) / 50 Hz (applies only for single-phase machinery and ground sockets up to 500Watt).
400 lts three-phase current ($\pm 10\%$) / 50 Hz
- **Fault Reporting:** In the event of damage or fault in the electrical installation on the stand, the building services should be contacted immediately.
- **Installation:** As the electricity supply is divided into sections, the power for each section may not, for safety reasons, be connected until all installations in the same section are completed. Electricity supply must never be blocked with an exhibitor's material.
- **Reliable Supply:** Neither the ESC nor the Building owners can accept any liability for loss or damage to Exhibitors' equipment caused by voltage fluctuations or breaks in electrical supply.

Please note that all conductive material and items should be protectively earthed.

Please refer to the "Palau de Congressos de Catalunya Internal Regulations" available on
www.esceexhibition.org/FCVB2014 for further information.

Electricity should be ordered via the Palau de Global Services using the order form in the Exhibitors' Guide available on: www.esceexhibition.org/FCVB2014.

Do not forget to indicate on the order form where you wish the electrical connections to be installed.

- **Internet connections**

With the explosion of wireless-enabled devices (smartphones and tablets), the Wi-Fi network availability during the FCVB 2014 has become a challenge. In order to avoid interferences between Wi-Fi devices on stands (routers, access points, controllers ...) the ESC strongly recommends getting in touch with the Palau de Global Services for all connection needs. Palau de Global Services will provide internet connections (via cable) and will provide Wi-Fi capabilities for internet browsing and email reading. Going through the Palau de Global Services will guarantee a consistency on Wi-Fi settings (channel and signal strength) throughout the exhibition hall. Any other wireless devices installed on the stands might interfere with the Wi-Fi network, and the ESC and Palau de Congressos de Catalunya reserve the right to require exhibitors to modify the settings and/or remove these devices if judged necessary.

Internet connection should be ordered via using the order form in the Exhibitors' Guide available on:
www.esceexhibition.org/FCVB2014

- **Cleaning, refuse collection & waste disposal**

The Organiser shall see to the regular general cleaning of the Building and the aisles therein. Booth cleaning is mandatory after Exhibitors installation and set-up. Cleaning is also strongly advised during the exhibition and should be ordered by each exhibitor from the building. Cleaning can be ordered using the order form in the Exhibitors' Guide available on: www.esceexhibition.org/FCVB2014.

- **Cleaning:** Exhibitors should manage (contract and pay for) their waste removal through the official cleaning supplier. This can be ordered through the appropriate order form.
'Wild tipping' or disposing of bulk waste within fairground without payment will be considered a serious violation faces a minimum penalty of losing all accrued points for the FCVB 2014.

- **Refuse Collection:** During exhibition opening times the ESC shall see to the regular general cleaning of the Building and the aisles – that is, daily waste left by delegates. Exhibitors are responsible for cleaning their own exhibit and disposal of waste generated before, during and after the event.
- **Waste removal:** Exhibitors and constructors of stands are strongly recommended to hand over the site thoroughly clean, and have to remove their construction waste that was generated by their activities with their own means.

IMPORTANT

Unattended rubbish left in aisles when the exhibition is open will be removed at the Exhibitor's expense.

- **Water**

Please note that water connections are not available in the Exhibition area.

2.2.5 Fire & Safety Regulations

- Please note that the fire extinguishers must always be kept free at all times.
- Escape routes, doors and emergency exits (indoor and out) should be kept free of any obstruction and be kept in full view. Similarly for fire fighting equipment, fire safety signs and emergency wall phones. No product/company signs, decorations or stand roofs should be placed above an emergency exit.
- For booth construction etc., only non-inflammable materials or materials meeting the European safety norm EN13501/1 to class B standard may be used.
- No stand or display material may be more flammable than wood. Use of plasterboards as construction materials is prohibited. Exhibitors are not permitted to use materials in your stand design such as paper, cardboard, plastic, artificial flowers, etc., which are easily ignitable or explosive, which can melt, drip, develop toxic gasses or produce excessive amounts of smoke. Materials must always be treated with a fireproofing agent, while closely following the guidelines laid down by the Fire Department and the manufacturer. If artificial flowers are used on a stand they must be made fireproof. Wooden floors laid out as gratings with gaps and especially with cavities below are not allowed. If you intend to lay your own carpet or floor covering, the product must carry one of the following approvals:
A: Fire classification of floors of stands: Bfl-s1. (27/2011 OTSZ).
B: Fire classification of construction products and building elements Class C -s1 flooring after EN 13501.
It is important that you bring documentation for the approval. The ESC reserves the right to reject use of material that does not comply with the above mentioned demands.
- Easily inflammable or explosive substances, gases or dangerous goods, including radio-active and chemical substances, are not permitted in the building.
- No working materials or tools causing possible obstruction may be left in corridors during assembly or removal.
- All edges of organic glass (Plexiglas, acrylics, etc.) shall be suitably protected to prevent fire from spreading.
- Under no circumstances shall means of evacuation (emergency exits), luminous signs, extinguishers, fire hydrants, indicators and other protection equipment be obstructed.
- No inflammable materials may be stored in offices, stores or on decorative enclosures on columns.
- Likewise, junction boxes (electricity, telephones, TV, gas, water, compressed air, etc.) and access to the equipment or dependencies of the Hall may not be locked.
- Easily inflammable materials shall not be used for any construction or installation.
- The use of spray guns and celluloid lacquer for painting the interior of the Halls is prohibited. This prohibition shall also extend to inflammable liquids and the use of aerosols containing gas.
- All welding work will require the corresponding permit and take outside the halls.
- The use of balloons filled with inflammable gas is prohibited in the Halls.
- There will be no recipients with inflammable material on the stands for waste or rubbish. Waste paper baskets and rubbish bins must be emptied every evening when closing, and the contents placed in the dustbins provided by the Building for this purpose.
- The storage of any type of wrapping or packaging on the stands is prohibited.
- Materials such as decorative cloths, contact glues, carpets, etc. must be non-flammable and the corresponding certificates shall be presented.
- All other installations must adhere to regulations in force at the time. The stands, materials, installations, advertising supports, etc, must conform to public safety requirements.
- All gas or steam caused by the materials on display which might be a danger to health or disturbing for people must be removed from the Hall. Therefore, the assembly process will include an evacuation canal in non-flammable material, the cost of which will be covered by the exhibitor.
- Motorised vehicles and hand trolleys are not admitted within the Exhibition areas during build-up or dismantling periods or at any stage. Please ensure adequate means to transport your exhibit materials into the building and to the stand or order these services from the official freight forwarder, Fairexx.
- It is strictly forbidden to store wood, paper, straw, cardboard and packaging materials which are a fire hazard in the exhibition areas, the booths, the areas behind them and the cabins.

For more details please refer to the "Palau de Congressos de Catalunya Internal Regulations" available on www.essexhibition.org/FCVB2014.

Section 3 - Sponsored Sessions

3.1 CME Accredited Programmes

Satellite Symposia can be CME Accredited. The supporting company is free to choose their CME provider and support the programme via an unrestricted educational grant.

CME or EBAC Accredited programmes should be booked in the same timeslots as an Sponsored Session.

- **European Board for Accreditation in Cardiology (EBAC)**

EBAC works in cooperation with the EACCME (European Accreditation Council for CME) and EBAC. CME credits are recognised in most European countries which have a running CME system. EBAC CME credits can also be reported to the American Medical Association.

The EBAC accreditation, granted by a board of specialists widely recognised in the field of cardiology, confirms the scientific and educational quality of programmes proposed by national and international scientific or academic organisations and institutions, such as medical professional organisations, universities or teaching hospitals.

EBAC provides accreditation to educational programmes such as events and distance learning courses. EBAC is an independent body constituted of European specialists in cardiology and medical education. EBAC accreditation confirms the scientific & educational quality of a programme, and allows the participants to receive continued medical education (CME) credits for the time spent in the educational activity.

For more information you are welcome to visit the EBAC website www.ebac-cme.org

- Satellite Symposia can be accredited by EBAC, the European Board for Accreditation in Cardiology.
- Satellite Symposia rates and rules apply except for specific EBAC promotional restrictions.

A Satellite Symposium with EBAC accreditation should fit in the standard time unit of 60-minute or 90-minute session.

A Satellite Symposium with EBAC accreditation is officially announced as "EBAC Accredited Educational Programme supported by an unrestricted educational grant from company X"

- **How do I get EBAC accreditation?**

Application for EBAC accreditation can only be submitted by national and international scientific or academic organisations and institutions, such as medical professional organisations, universities or teaching hospitals. Each programme should have a designated Scientific Director, responsible for the quality of the programmes scientific content, and appointed by the applying institution or organisation. Applications can only be submitted via the EBAC on-line system (www.ebac-cme.org), and must include the following:

- Registration as a CME provider
- Completion of the on-line application form on www.ebac-cme.org
- Provision of EBAC endorsement letter, Course Director's Commitment and Programme
- Reception of the accreditation certificate

CME providers are asked to:

- Follow EBAC requirements concerning the publicity and the use of EBAC logo
- Distribute CME certificates to participants after the verification of their presence
- Send a post-course report to EBAC (template available on website)
- Host an EBAC monitor (upon request of the EBAC Board)

EBAC recommends submitting your programme 3 to 4 months before the event takes place and in any case no later than 8 weeks before.

NOTE

Submission must be compliant with deadlines required by the ESC Scientific Sessions deadlines. It is the responsibility of the CME Provider to manage deadlines.

- **How can I apply?**

Applications for EBAC Accredited Educational Programmes may be submitted for the CME provider by a third party (for example: communication agency) in respect of the Appointed Agencies. We would like to draw your attention to the fact that correspondence for EBAC accreditation should be made between this third party, EBAC and the ESC.

- **How much does it cost?**

Companies applying for an EBAC accredited Educational Programme will pay the ESC the same fee as for a Satellite Symposia. A non-refundable administrative fee will be paid to EBAC at the time of submission of the application. The accreditation fee will be indicated when accreditation is granted.

- **Appointed agency**

Applications for EBAC Accredited Educational Programmes may be submitted for the CME provider by a third party (for example: communication agency). Please make sure all correspondence for EBAC accreditation is made between this third party, EBAC and the ESC.

- ESC should be informed in writing, which agency is appointed to manage EBAC Accredited Educational Programmes. Requests from unknown agencies will not be taken into consideration.
- These guidelines and the EBAC accreditation guidelines should be communicated to staff of appointed agencies by the organising companies.
- The appointed agency will work in accordance with the requirements of the CME provider and will be held accountable for its organised activities.

- **How to communicate on an EBAC session?**

- EBAC recommends sending any promotional materials (printed and electronic) bearing the EBAC logo and relating to EBAC Accredited Educational Programmes (programmes, invitations, posters, folders, abstract book...) for review and validation to ESC and the EBAC office.
- The EBAC Accredited Educational Programme promotional items must respect the EBAC template.

- **What should not be done?**

- Promote in any way the educational programme as a « XYZ company supported programme » or invite participants to « the symposium of the XYZ Company ».
- Use corporate colours, visuals (publicity item pictures) in communication and publicity concerning the accredited programme.
- Use items with corporate visuals during the programme (pens, banners, notepads...).
- Distribute invitations, use roll-ups and posters of the accredited CME programme on the financial sponsor's stand, in the Exhibition area.
- Commercially publicise prior, during or after an EBAC Accredited Educational Programme (i.e. use of banners, pens, commercial logo...).

3.2 Satellite Symposia

Participating companies may organize special scientific sessions called Satellite Symposia. These industry organised sessions are the perfect forum through which companies may reach their target audience with their latest scientific information and developments.

3.2.1 Conditions for holding Satellite Symposia

- **Duration**

Satellite Symposia should fit in the standard time unit of a 60-minute session. Satellite Symposia held at lunchtime should not alter in any way the scientific sessions held in the room before and after the satellite symposia.

- **Exhibition Stand**

To obtain permission to hold Satellite Symposia, an exhibition stand of 9m² or larger is required (or grant equivalent). Cancelling your exhibition space at a later stage will also mean cancelling your Satellite Symposia.

- **Access to Lecture Rooms**

Companies organising Satellite Symposia will be allowed to enter the Lecture rooms 10 minutes prior the session starts and must leave the lecture rooms 5 minutes after the end of the session in order to let the ESC staff prepare the following scientific sessions. Organising companies must adhere to this strict time limit. Chairpersons of the sessions immediately prior to the symposia will be asked to respect the session duration.

- **Access – Badges**

- Companies only have access to the rooms at their scheduled time slots.
- Satellite Symposia Chairpersons and Speakers are not considered as ESC "Invited Speakers".
- The ESC reminds you that the Satellite Symposia Chairpersons and Speakers must be contacted by the organising companies to arrange registration, travel and accommodation.
- All those involved in the operation of the Satellite Symposia (hostesses, film crew, technicians...) must also have a valid badge (Exhibitors, Scientific Exhibitors, Active Participant or Day Ticket badges).
- All persons attending the Satellite Symposia must be registered either as a participant or as a exhibitor; persons without such a badge will not be allowed to enter the room.
- The Satellite Symposia must be open to all registered participants.
- General Exhibitor badges allow access to the Exhibition Hall and to Sponsored Sessions of the organising company. Access to FCVB Scientific Sessions is not allowed.
- Scientific Exhibitor badges allow access to the Exhibition Hall, and to FCVB Scientific Sessions.
- All Exhibitor and Scientific Exhibitor badges should be collected at the Exhibitor Registration Desk.

- **Catering**

Palau de Congressos de Catalunya Caterer, **has the exclusive right to serve food and beverages prior Satellite Symposia.**

When offering catering to delegates through the official caterer, Satellite Symposia organisers are encouraged to guarantee a healthy and balanced catering offer to delegates.

Reception space must not be used for entertainment, poster displays, presentations or any other promotional purposes.

Catering Orders should be ordered using the appropriate form in the Exhibitors' Guide available on www.esceexhibition.org/FCVB2014.

For further information, please contact:

Ms Beatriz Sáiz

Palau de Congressos de Catalunya

Tel. + 34 93 364 45 55 ext: 8020

Email: beatriz.saiz@pcongresos.com

- **Lecture Room**

Satellite Symposia, will be held within the Congress Centre nin lecture rooms ranging in capacity of 357 seats. Any installations or alterations to the rooms can only be made with explicit approval of the ESC.

- **Promotion**

Promotional material referring to the Satellite Symposia must receive ESC approval prior to being printed, distributed or posted online.

IMPORTANT

No product names/brand names, no misleading names that might be perceived as product/brand names, and no registered trademarks are allowed anywhere on promotional materials of any kind.

Promotional material announcing Satellite Symposia may only be distributed in the following ways:

Lecture Room Roll-up & invitations:

- Two Roll-ups of maximum height of 2.5m and maximum width of 1m (no electrical connection, no light and no sound) can be displayed in front of the lecture rooms 1 hour before the start of the sessions.

N.B. – The ESC will not be able to provide easels as posters support.

- Distribution of material (flyers...) at the entrance of the assigned room 30 minutes before the start of the session, nowhere else in the building other than on the booth and Industry Welcome Desk (if applicable).

- Handing out material from the exhibition booth.

Items for distribution

Session organisers can distribute approved items to delegates participating in their sessions. The ESC recommends that items for distribution are of scientific or educational value with a maximum purchase value of €60. For items which have no scientific or educational value, the maximum purchase value must not exceed €10. Items should be equally available to all participants of a session; selecting or drawing winners is not allowed.

All items for distribution should be declared to the ESC using the form available for this purpose, see www.esceexhibition.org/FCVB2014.

Each session organiser should declare all items for distribution at their Satellite Symposia in advance with a description/picture and unit price using the form available on www.esceexhibition.org/FCVB2014. For more advice on items for distribution approval, contact FCVBservices@escardio.org.

IMPORTANT

- Items for distribution should be legal in the congress hosting nation, in terms of the item itself and any product advertised.

- Items for distribution must be safe for the user & not endanger health or reputation of congress participants or ESC.

- Items for distribution should be reasonable and to the value stated here, the item should in no way overshadow the main activity of the sponsor.

- The distribution must not disturb neighboring lecture room or cause queues outside the room.

- Each exhibitor is expected to show proof of purchase value either before or during the congress.

- Non-compliance will be considered a violation of these Guidelines.

NOTE

- FCVB 2014 official language is English.

- All flyers, items for distribution, promotional materials and presentations on stands and information on stand displays must be in English.

- Distribution of translated printed documents is permitted.

- **Reception**

Space must not be used for entertainment, poster displays, presentations or any other promotional purposes. Please respect this rule, especially during lunch time.

- **Usage Rights for Music, Images, Films**

Participating companies are solely responsible for paying all usage rights and royalties for the use of intellectual property (music, photos, movies, artwork, etc) before, during and after an Industry Sponsored Session as well as during any company organised events at the venue or in the city where the congress is taking place. The ESC reserves the right to request a copy of the authorisation, or proof of payment of said rights that should cover the duration of the congress as well as the 2 days before and after the event. More information can be found on the World Intellectual Property Organisation Web Sites: www.wipo.int and www.wipo.int/treaties.

IMPORTANT

It is strictly forbidden to hold industry meetings or other formal gatherings outside the congress premises **between 2 July 2014 and 8 July 2014**.

3.2.2 Time Slots and Cost of Satellite Symposia

Saturday 5 July 2014:

12.00 – 13.00 (60-minute session) €15 000

Sunday 6 July 2014:

12.0 – 13.00 (60-minute session) €15 000

- **The cost of a Satellite Symposium includes:**

- Lecture room rental
- Basic lecture room set-up - Customization needs to be ordered through our suppliers at extra cost
- Promotional package - 1 Delegate Bag Insert, 1 Weblink
- Dedicated listing in the Scientific Programme & Planner (SPP), Final Programme, Mobile App
- 4 General Exhibitor Badges for Non-Exhibitor Categories*
- 4 Scientific Exhibitor Badges for Non-Exhibitor Categories**

*General Exhibitor Badges for Non-Exhibitors will give the holder access to the Industry Sponsored Sessions of the organising company during the congress opening hours. These badges do not give the holder any exhibitor rights.

**Scientific Exhibitor Badges for Non-Exhibitors will give the holder access to the scientific sessions of FCVB 2014. These badges do not give the holder access to an official congress bag and/or accreditation.

- **Lecture room basic equipment:**

- Chairs arranged theatre-style
- 1 lectern + 2 microphones + computer networked with the Speakers' Service Centre
- 1 table for 2 chairpersons + 2 microphones + 1 VGA monitor
- Aisle microphones in the room for the delegates
- 1 video-projector
- 1 screen
- Technician(s)

Any installations or alterations to lecture rooms may only be made with explicit approval of the ESC.

NOTE

The ESC room hostess will be in charge of welcoming and briefing the Chairpersons and the Speakers on technical facilities and will ensure that the session is running on time. The ESC room hostess may not be used by the session organisers to distribute promotional materials or scan delegates.

The room technician will be in charge of light/audio and beamer facilities.

The ESC room hostess may not be used by the session organisers to distribute promotional materials or scan delegates.

- **Additional cost for all extras**

To order any extra equipment (E.g. extra audiovisual equipment, extra furniture, extra decoration, etc...), we suggest you contact our official suppliers whose details are available on: www.ESCexhibition.org.

3.2.3 Speaker Service Centre

The Speaker Service Centre offers the following services:

- Access to the Speaker Service Centre.
- Audio-visual assistance to all speakers from the session.
- A hostess available in the lecture room during the session to assist speakers & chairpersons.

The Speaker Service Centre will be open:

- On **Friday 4 July 2014:** from 08.00 – 18.00
- On **Saturday 5 July 2014:** from 08.00 – 18.00
- On **Sunday 6 July 2014:** from 08.00 – 17.00

IMPORTANT

Speaker presentations: To avoid unexpected technical problems at the last minute, session organisers are strongly encouraged to make sure their speakers use the Speaker Service Centre to preload all presentations.

The session organiser or speaker must bring the presentations to the Speaker Service Centre a minimum of 3 hours prior to the session.

If speakers choose to use their own laptop, this is the responsibility of the company organising the session.

SIMULTANEOUS PROJECTION AND TRANSLATION ARE NOT RECOMMENDED!

LIVE TRANSMISSION IS SUBJECT TO ESC APPROVAL

3.2.4 Satellite Symposia Speakers & Chairpersons Rules

The Company organising the Satellite Symposium must cover all expenses of Speakers/Chairperson(s) of their Satellite Symposium. This includes:

- Travel
- Hotel accommodation
- Registration fee
- Any honoraries

3.2.5 Applying to hold Satellite Symposia

Application for a Satellite Symposia is made by submitting the Application Form for Satellite Symposia available on www.escehhibition.org/FCVB2014 before **17 March 2014**. After submitting your Satellite Symposia application you will receive from ESC Industry Relations Department, an order form to sign and to return by email: industry@escardio.org or Fax: +33 (0)4 92 94 76 26.

By signing the order form, the company accepts the requirements contained in the Guidelines for Industry Participation and any supplementary provisions.

Applications will be treated on a first-come first-served basis.

3.2.6 Accounting

Precise and definitive accounting information must be provided on the initial application form. Any and all changes post invoicing (addition of Purchase Order, changes of billing address, etc...) will not be taken into account, meaning invoices will not be reissued.

3.2.7 Scientific Programmes of Satellite Symposia

The ESC will send you a session form to be completed with the Satellite Symposia programme(s) in order for you to provide us with your scientific programme.

The complete scientific programme of the Satellite Symposia, typed on the special forms provided by the ESC, must reach the ESC office before **28 April 2014**.

The Scientific Committee will validate the scientific programme at a later date.

Scientific Programme should be sent to:

Email: FCVBservices@escardio.org or Fax: +33 (0)4 92 94 76 26

A "complete programme" must include the following:

- Title of the session
- Name of the Chairperson(s) (1 mandatory for 60-minute session – can also be speaker)

- Title of each presentation with their duration and topic number
- Name of all speakers
- Complete addresses of the chairpersons and speakers
- Duration of each presentation

IMPORTANT

- No product names/brand names, no misleading names that might be perceived as product/brand names, and no registered trademarks are allowed in the title or in the scientific programme of the session. Please use generic names.
 - No abstract forms need to be submitted for Satellite Symposia.
 - Abstract poster sessions are not allowed during the Satellite Symposia or during any reception before or after the Sessions.
 - **The ESC does not cover the expenses related to the Speakers and Chairperson(s) of Satellite Symposia / even if active in the FCVB 2014 Scientific Programme.**
 - Faculty Conflict of Obligation. Speakers and Chairperson(s) cannot participate in two parallel sessions within the same time slot. If it is found that this is the case, both the companies and the speakers involved will be informed simultaneously and requested to resolve this conflict.
- It is the responsibility of the organising the companies to ensure there is no time clash with parallel sessions, for their respective choice of Chairperson(s) and Speaker. The ESC cannot be held responsible for any matter arising from this.



European Board for Accreditation in Cardiology (EBAC)

FCVB 2014 will be reviewed for accreditation by the European Board for Accreditation in Cardiology (EBAC) for external CME credits. The accreditation results will be announced on the FCVB 2014 Web Site, in the Final Programme and in the Congress Mobile App.

Each participant should claim those hours of credit spent on an educational activity. EBAC works in co-operation with the European Accreditation Council for Continuing Medical Education (EACCME), which is an institution of the European Union of Medical Specialists (UEMS).

EBAC certificates will be available at the Registration Desk as from 5 July 2014 in the afternoon.

3.2.8 Changes in scientific programme content

Once your scientific programme has received approval from the FCVB Committee, all changes post approval must be sent in writing to the ESC Industry Services Team at FCVBservices@escardio.org in order to ask for re-approval of your session. We ask that you respect the deontology of this programme and adhere to the approved content of your scientific programme.

The ESC cannot guarantee to respond positively to any changes requested.

The ESC kindly asks the Company to inform of any modifications to the Scientific Programme of Satellite Symposia before **26 May 2014** in order to be printed in the Final Programme.

Late changes to the Satellite Symposia Programme received after **26 May 2014** cannot be printed in the Final Programme. The ESC cannot guarantee to be able to communicate any changes received after **26 May 2014**.

3.2.9 Room Assignment

The ESC will seek to allocate the most appropriate lecture room available in line with the requested capacity.

- **Control of flow and attendance**

It is the company's responsibility to select an adequate size room to accommodate all attendees in their session. Companies must plan ahead of time for appropriate staffing and/or security to avoid any problem. In case this is not respected and for obvious security reasons, the venue has complete authority to block entrance into the rooms.

- **Overflow**

No overflow area is planned for Satellite Symposia.

Section 4 – Sponsorship

4.1 Participation & Sponsorship Opportunities

FCVB 2014 offers our industry partners a unique opportunity to showcase their products and services to the core professionals involved in fields of basic and translational cardiovascular biology.

IMPORTANT

The following information is fully applicable to all sponsorship, advertising and promotional items and should be carefully read and respected:

All content and artwork must gain prior approval from the ESC. Corporate names and logos are allowed.

Please note that unless specifically indicated, no product/brand names, identifying product/brand logos, misleading names that might be perceived as product/brand names, or registered trademarks will be allowed for any of the Sponsorship, Advertising or Promotional opportunities listed in this chapter.

By associating with FCVB 2014, your message will:

- Reach a truly international audience
- Be associated with, and contribute to, the high quality of the scientific and clinical content of the conference
- Have unique opportunities to showcase their products and services to specialists in their respective fields and related applications

The following pages detail existing Sponsorship, Advertising & Promotional options at FCVB 2014 and we will be pleased to consider additional sponsorship initiatives or suggestions.

Remaining Sponsorship & Promotional opportunities:

Item	Designation	Price (Excl. VAT)
Final Programme	Back Cover.....	€5 000
Delegate Bag insert		€2 500
Independant Educational Grant	Upon request	

NOTE:

Onsite advertising available upon request, please do not hesitate to contact the sponsorship team for further information: sponsorship@escardio.org

4.2 Sponsorship Terms & Conditions

- Sponsorship and promotional products are assigned on a first-come, first-served basis and are subject to availability. Certain conditions may apply.
- Companies will be invoiced following receipt of their signed order form.
- Cancellations: please see Section 6 "Finance and Invoicing".
- All invoices must be paid in full by the opening of the congress, please see Section 6 "Finance and Invoicing".

4.3 Sponsorship Contact

For any logistical queries on the above, please contact Samantha Bickham at:

sponsorship@escardio.org

For further consultation on and management of your corporate investment and strategy, please contact us at:

industry@escardio.org

4.4 Product Descriptions and Technical Specifications

We have listed product details and technical specifications for sponsorship & promotional items below. All necessary technical specifications will be updated and posted on the ESC Exhibitors and Industry Partners Web Site: <http://www.escexhibition.org/FCVB2014>
Please consult regularly this important Web Site.

- **Final Programme Advertisements – Product advertising allowed**

The Final Programme provides delegates with the full scientific agenda, exhibition and industry supported session information and will be the essential reference document for delegates during the congress.
Two separate advertisements are available in the Final Programme with advertisements requiring prior approval from the organiser:

Submit artwork for approval: **17 April 2014**

Final approval: **25 April 2014**

- **Delegate Bag Insert**

Promote your congress activities by designing a promotional insert to be included in each and every Delegate Bag and given to each registered delegate at FCVB 2014. **No product advertising allowed.**

1 Delegate Bag Insert can promote only 1 event (e.g. 1 sponsored session)

- Quantities to printed: **will be specified at a later stage**
- Submit artwork for approval: **Friday 2 May 2014**
- Deadline to send printed quantity: **Monday 10 June 2014**

Delivery Address:

European Society of Cardiology
Att: Mr Pierre Berthe /po. S.Bickham
Congress: FCVB 2014 / DBI for (your company name)
Les Templiers
2035 route des Colles
CS 80179 BIOT
06903 SOPHIA ANTIPOLIS Cedex
FRANCE

- **Weblink**

Invite delegates to your congress activities by designing a promotional page link to the FCVB 2014 Scientific Programme Online (SPO).

Guidelines:

- No trademarks, no product name will be allowed,
 - Remember to Include the date, time and room number of your session as well as your company logo so the delegates know - you may include your stand number, but not your stand activities.
 - No hyper links to sponsor Web Sites will be allowed.
 - Deadline for Weblink approval: **26 May 2014**
 - When to submit Weblink: **up to 26 may 2014**, before end of business (17:00) in France.
-
- 1 Weblink can only promote 1 event (e.g. 1 industry supported session)
 - 1 web page promoting 1 session with reference to the exhibition stand will be considered as 1 Weblink (e.g. 1 industry supported session, plus a mention similar to "visit our stand, location XX")

Weblink format: PDF, html or flash invitation:

PDF PAGE	HTML OR FLASH PAGE
Size: the lighter the better, screen quality, 600Kb max Security: ideally locked Open size: ideally 100% Number of pages: 3 pages max Images: may be included	Provide organiser with the invitation URL, not the company web site URL. Must be optimized for web 1280 x 1024 pixel Size: the lighter the better

Section 5 – Rooms at FCVB

The ESC has created two product categories to allow exhibition companies to organise different meeting formats within the congress centre during the congress hours.

IMPORTANT

Industry meetings with any formal presentations for FCVB delegates are strictly forbidden outside of the official industry sponsored sessions. Companies are requested to respect the following Guidelines throughout the period **between the 6 May and 12 May 2014**

In order to maximise attendance at its scientific sessions, the ESC has adopted a policy, which limits industry sponsored presentations, hospitality and formal gatherings. No such activity should be held without the specific approval of the organiser.

Any formal presentations occurring at hospitality events for more than 150 guests and open to delegates are regarded as satellite symposia and need to be organised within the official programme.

5.1 Hospitality Suites and Meeting Rooms

• **Product Specifications**

Companies are allowed to host a limited number of guests and organise small and informal meetings (approx 20 peoples) in a range of Hospitality Suites and Meeting Rooms on offer within the congress centre.

- Unless otherwise agreed, Hospitality Suites are rented for a minimum of three days and Meetings Rooms for a minimum of half a day.
- Only a limited number of Hospitality Suites & Meeting Rooms are available in the congress centre.
- The ESC will only be responsible for booking Hospitality Suite & Meeting Room in the Congress Centre.
- The ESC has the right to modify demands as it sees fit to best accommodate as many requests as possible.
- The placement of signs on the exterior of the rented room is possible. No other signage or promotion can be made within the building other than on the company's stand.
- Each company is responsible for organising in accordance with FCVB official suppliers its individual needs.
- Contact information will be sent to companies who confirm room reservations.
- Number of rooms may be limited. In this case, and with prior approval from the ESC, we strongly urge companies to consider potential venues outside the congress centre.

Rental cost for Hospitality Suites: communicated upon request

Rental cost for Meeting Room: communicated upon request

5.2 Closed Industry Meeting

• **Product Specifications**

Company staff meetings and briefings, investigators meetings or other type of closed meetings are allowed inside or outside the Congress Centre.

In order to allow industries to organise staff meetings, briefings, investigators or other type of closed meetings, the ESC has decided to open, upon request, several time slots and facilities, to provide the opportunity to hold these meetings in the Congress Centre.

Closed Industry Meetings should only be organised with the explicit approval of the ESC, under the following conditions:

- Meeting "is closed" and on invitation only
- Maximum attendance 150 guests
- Entry to the Closed Industry Meeting must be controlled by the organiser at the door(s).
- Meetings are not promoted in the convention centre or in any FCVB 2014 publications
- No installations or alterations to the lecture room set-up
- Media should not be invited and are not permitted to attend the meeting.

• **Rental cost:**

€3 000 for a 60-minute meeting.

For time-slots longer than 60-minutes, the additional cost per increment of 30-minutes will be €1 500 (excl. VAT if applicable).

5.3 Booking Procedure

• **Exhibition Stand**

For supporting companies a stand is required to obtain permission to rent a Hospitality Suite, a Meeting Room or a Closed Industry Meeting.

Cancelling a stand at a later stage will mean cancelling the Hospitality Suite, Meeting Room and Closed Industry Meeting reservation.

- **Contact**

For any logistical queries and application, please contact Ms. Abir Ghorab at: FCVBservices@escardio.org

- **Invoicing**

Hospitality Suite, Meeting Rooms and Closed Industry Meeting will be invoiced for the requested service following signature of the appropriate order form.

- Precise and definitive accounting information must be provided on the initial e-application form.
- The ESC cannot reissue invoices for missing or incorrect data (addition of purchase order, changes of billing address, etc...).
- Payment for rooms must be made within the payment deadline and latest by beginning of the congress, or the room will be released for other companies.
- For all payment, invoicing and cancellation information, please see Section 6 "Finance and Invoicing".

- **Catering Services**

- Catering services within the Rooms at FCVB can be organised with the FCVB 2014 official caterer at the sponsor's cost.
- Organisers are encouraged to guarantee a healthy and balanced catering service to their delegates.

- **Extra services**

- The costs for any extra orders (e.g. catering service, extra audio-visual equipment, extra furniture, extra decoration, extra hostesses, etc) are not included in the room rental price.
- To order extra equipment we suggest you contact the official suppliers whose details will be communicated on www.essexhibition.org/FCVB2014

Section 6 – FINANCE AND INVOICING

It is the ESC's policy that all invoices be paid by the date indicated on the invoice or before the opening of the congress on 4 July 2014, should this date fall first.

- **Value added taxation**

Spanish VAT rules will apply for exhibition space, exhibitor badges, registration fees and hotel accommodation sales.

All other services are subject to French VAT according to general EU services directive and reverse charge procedure may apply. In this case the customer must auto reverse the VAT in their home country; Company registered in a country outside of the European Union are encouraged to seek advice on reclaiming VAT payment.

6.1. Exhibition

- **Invoicing**

Exhibition space will be invoiced for the requested service following signature of the appropriate order form. Payment for exhibition space must be made within the payment deadline (30 days from date of invoice) and latest by **3 July 2014**.

- **Cancellation policy**

Cancellation Fees will apply as of receipt of the signed order form as follows:

- 10% until 31 March 2013
- 50% from 1 April 2014 to 31 May 2014
- 100% from 1 June 2014

Cancellation fees will be charged despite unprocessed payments

Requested stand size may be revised downwards by the client with no cancellation fees up until 31 March November 2013, any down-sizing post this date will be subject to cancellation fees as outlined above. Given serious cause the ESC is entitled to postpone, to curtail the duration, to close the exhibition completely or in part for any period, or to cancel. In the event of complete or part postponement or curtailment, the order form is regarded as valid for a possible new date and new duration for the said congress and location only. If, for any reason, the FCVB 2014 has to be cancelled, the ESC will refund to the exhibitors the sum paid to the ESC for contractual commitments less expenses incurred in preparation of these contracts, with liability for either party to the contract.

Cancelling your exhibition space will mean:

- For Satellite Symposia organisers, pay a 9 m² booth equivalent grant
- Cancelling your Sponsored Sessions, Sponsorship, Advertising & Promotional items.
- Cancelling your Rooms at FCVB.

6.2. CME Accredited Programmes & Sponsored Sessions Invoicing

- **Invoicing**

Accredited Programmes & Sponsored Sessions will be invoiced for the requested service following signature of the appropriate order form.

Payment for accredited programme and sponsored sessions must be made within the payment deadline (30 days from date of invoice) and latest by **3 July 2014**.

- **Cancellation policy**

Cancellation Fees will apply as of receipt of the signed order form as follows:

- 10% until 31 March 2013
- 50% from 1 April 2014 to 31 May 2014
- 100% from 1 June 2014

Cancellation fees will be charged despite unprocessed payments

6.3. Sponsorship

- **Invoicing**

Sponsorship, Advertising & Promotional items will be invoiced for the requested service following signature of the appropriate order form.

Payment for Sponsorship, Advertising & Promotional items must be made within the payment deadline (30 days from date of invoice) and latest by 3 July 2014.

- **Cancellation policy**

Cancellation Fees will apply as of receipt of the signed order form as follows:

- 10% until 31 March 2013
- 50% from 1 April 2014 to 31 May 2014
- 100% from 1 June 2014

Cancellation fees will be charged despite unprocessed payments

6.4. Rooms at FCVB

- **Invoicing**

Rooms at FCVB will be invoiced for the requested service following signature of the appropriate order form.

Payment for Rooms at ESC must be made within the payment deadline (30 days from date of invoice) and latest by **3 July 2014**.

Payment must be made within the payment deadline (30 days from date of invoice) or the room will be released for other companies.

- **Cancellation policy**

Cancellation Fees will apply as of receipt of the signed order form as follows:

- 10% until 31 March 2013
- 50% from 1 April 2014 to 31 May 2014
- 100% from 1 June 2014

Cancellation fees will be charged despite unprocessed payments

6.5. Administrative Fees Related to Invoicing Changes

All invoices will be raised using the Invoicing Data provided by the company on the various application forms. Please ensure the information provided is correct for invoicing. Please provide a PO number when submitting an application form.

An administrative fee of €70 + VAT will be charged for any requested changes to an invoice once it has been issued.

Section 7 – General Terms and Conditions

7.1 General

Returning an application form constitutes an Agreement and implies accordance with the Guidelines and any provisions contained herein for Industry Participation for FCVB 2014.

These conditions supersede any others written agreements ESC may have with Industries except otherwise mutually agreed upon between the Parties.

- **Counterclaims rights renounced**

The Industry renounces the right to offset counterclaims against any fees for service ~~rent~~ payable in time unless the counterclaims are undisputed or have been confirmed by a court of law

- **Indebtedness**

If the Industry fails to meet its financial obligations, or additional expenses and other claims arising from the contract, the ESC is entitled to prevent the Industry from accessing the service (incl. rental space) as long as a joint solution is not identified

7.2 Responsibility

The Industry will ensure it is compliant with all applicable national and international regulations and legislation. The Industry is liable for the content of its presentation, promotional materials and/or any other information presented during the FCVB 2014. The Industry shall hold the ESC harmless from any third Party's claim arising out from infringement or breach of copyright protected content or material.

Each company accepts their sole and individual responsibility to ensure that all their activities in relation to FCVB 2014 (exhibition, sponsored sessions, sponsorship, hospitality, etc) are in full respect of applicable laws, regulations, guidelines and relevant trade association codes of practice.

- **Damages**

Any defects within rental areas found at the end of the Congress shall be deemed to have occurred during this period, unless the Industry reported the aforesaid defects to the ESC in writing at the start of the rental or can irrefutably prove that the defects concerned already existed before the rental.

The industry will use the rental areas and its equipment carefully and for its intended purpose and shall return it at the end of the rental period in the same condition in which it was at the start of the Period.

All damages caused during the rental to the rented Premises or to any space of spaces that are made available by any factor whatsoever must be repaired by the Industry, in so far as such damage was not caused by the ESC and /or its personnel or other Industries.

- **Exclusion from liability**

The ESC will not be liable to support any financial charge, unless the damage is a consequence of intent or deliberate recklessness on the part of the ESC.

Neither the ESC nor the Building owners can accept any liability for loss or damage to Industry' equipment. The ESC will not be responsible for any loss or profits or consequential damages of the Industry, its participants or for damages suffered as a consequence of the activities of others Industries or of obstacles to the use of the Premises which are caused by third party unless there has been intent or deliberate recklessness on the part of the ESC.

The ESC does not undertake to safeguard the rental areas and excludes, for its staff as well, all liability for damage to these, for theft of these, or loss, except in cases of intent or gross negligence. This exclusion from liability also applies if industry equipments are seized and stored by the ESC due to infringement of the present conditions of participation. This exclusion of liability is in no way impaired by the special security measures taken by the ESC.

Furthermore the ESC explicitly excludes all liability for any disadvantages or damage incurred to Industry due to erroneous details on space allocation, stand construction, catalogue entries or other errors in ancillary services.

Property of the Industry and of third parties shall remain on the premises at their own risk. The ESC will not be responsible for the insurance of such items. The ESC shall not be liable for any injury or damage howsoever caused to goods and/or persons in the Building and/or on the adjacent sites.

7.3 Insurance

All industries must send a copy of their insurance certificate to the ESC Exhibitions Department (exhibition@escardio.org) at least **10 days** before the opening of the congress. In the event, the ESC Exhibitions Department does not receive the certificate in due time or does not receive the certificate at all, please be informed that the ESC will not proceed with automatic reminder and only the Industries would be held responsible for this lack of information which can be, at the discretion of ESC, considered as a breach of contract.

The civil liability insurance shall cover all damages to persons and property that may be caused by its employees, agents or subcontractors as well as damages caused by guests, visitors or those participating in the event.

While on the rented premises, exhibition goods and packaging materials shall be insured at the expense and risk of the Industry. Industry should therefore contact their own insurance company or use the corresponding order form.

Industry shall take out as well adequate insurance for third-Party Liability. Industry will be liable for the safety of participants on and around their stand area. In accepting ESC terms of sale, Industry undertakes to indemnify the ESC against any and all losses resulting from an unsafe construction, unsafe exhibits or the actions/inactions of its staff. The Industry, personnel engaged by or on behalf of the Industry, and third parties such as other participants, subcontractors, guests, visitors are in the Rental area at the risk of the Industry, or, as the case may be, these third parties. The ESC is not required to insure these risks.

The Industry shall indemnify the ESC against all claims which third party may be able to enforce against the ESC in connection with acts and omissions of the Industry or of persons for whom the Industry is liable or who are present on account of the Industry.

7.4 Copyright

The Industry acknowledges and agrees that: (a) the ESC owns all right, title and interest in the ESC Trademarks and ESC Content; (b) nothing in this Agreement shall confer in the Industry any right of ownership in the ESC Content or the ESC Trademarks and that all uses of the ESC Trademarks shall inure to the benefit of ESC; and (c) the Industry shall not now or in the future contest the validity of the ESC Trademarks or use or authorize the use of any trademarks, service marks or logos that are confusingly similar to the ESC Trademarks.

ESC acknowledges and agrees that: (a) the Industry owns all right, title and interest in the Industry Materials and the Industry Trademarks; (b) nothing in this Agreement shall confer in ESC any right of ownership in the Industry Materials or the Industry Trademarks and that all uses of the Industry Trademarks shall inure to the benefit of Industry; and (c) ESC shall not now or in the future contest the validity of the Industry Trademarks or use or authorize the use of any trademarks, service marks or logos that are confusingly similar to the Industry Trademarks

7.5 Force Majeure

If the ESC is unable to make the agreed services fully available to the Industry in accordance with the Agreement on account of Force Majeure or some other cause or circumstance beyond its control, the ESC shall not be liable for any damages suffered by the Industry of other participants. The ESC will refund to the Industry the sum paid to the ESC for contractual commitments less expenses incurred in preparation of these contracts, with liability for either party to the contract.

7.6 Termination of the Agreement

If after binding application and conclusion of the contract the ESC should accept that an industry may withdraw from their contract, the Industry is liable for the full amount of the rental fee including all surcharges and associated costs.

7.7 Jurisdiction and applicable law

In the event of any disputes, controversies or claims arising in connection with the Agreement or arising out of, or relating to, any provision of the Agreement or the breach thereof, the Parties shall try to settle the problem amicably between themselves. Should the Parties fail to come to an agreement within Sixty (60) Days from the first notice of such dispute, controversy or claim; the same shall be finally settled by the competent Court of Grasse, France.

The Agreement shall be construed in accordance with the laws of France.