

HEART FAILURE UPDATE 2004

"From Hyppocrates to Hypotheses"

GUIDELINES

**Wroclaw,
Poland**

12-15 June 2004

Hobby One Multimedia - +33 (0)4 92 13 00 33

Meeting organised by the ESC Working Group on Heart Failure



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Section 1 – General Information

VENUE

The Heart Failure Update 2004 will be held at the Hala Ludowa Building in Wrocław:

Hala Ludowa Building
51-618 Wrocław, Poland
ul. Wystawowa 1
Tel: +48 71 348 18 21 – Fax: +48 71 348 14 51
E-mail: office@interart.com.pl

LANGUAGE

Translation facilities will not be available. English is the official language of the Meeting.

TERMINOLOGY

This guide has been written by the ESC. A successful application made by a company wishing to participate in the exhibition shall imply an acceptance of the requirements contained in these Guidelines. For the sake of brevity, the following terms are used in these Guidelines:

- ACS:** The Company providing Audiovisual and Computer equipment
- Building:** Hala Ludowa Building
- Exhibitor:** The Company which is to be regarded as participant in the exhibition as a result of a submission of an application for stand space followed by a stand assignment.
- Heart Failure Update 2004 :** Bi-Annual International Meeting organised by the ESC Working Group on Heart Failure

INTERART Ltd: Official Local agency for Building management, Product & Services Catalogue

BUILDING LAYOUT

- **Registration** will take place at the main entrance of the building
- **Lectures** will be held in the following rooms:

Room A, capacity: 1500
Room B, capacity: 700
Room C, capacity: 200
Room D, capacity: 200
Room E, capacity: 700

- There will be a **Poster** area
- There will be an **Exhibition** located in the circular corridor of the building

Please refer to the floor plan (available on: <http://teamwork.escardio.org/exhibit@ESC>) for location of the different areas and lecture rooms.

GENERAL CONDITIONS

The following conditions of participation refer to allocation of exhibition space and room/time slot for satellite symposia by the European Society of Cardiology (ESC) to companies exhibiting at Heart Failure Update 2004 insofar as the contractual partners do not reach contrary agreements in writing.

ADMISSION TO HEART FAILURE UPDATE 2004

The holding of a Satellite Symposium and participation in the exhibition is open to industries active in the field of cardiology. Marketing bureaux, consultants etc. can hire stand space in order to conduct their research or provide their services. These activities are restricted to the rented stand space. It is not allowed to actively canvass for clients outside the space assigned.

APPLICATION FORMS - CONFIRMATION OF ADMISSION

The forms enclosed in the Industry Prospectus should be completed and returned to the ESC no later than **November 5, 2003**. By completing these application forms the Industry will be listed in the "first come, first served" listing.

By signing the application forms the Industry accepts to respect the general conditions of participation (included in the Industry Prospectus) and agrees to read and comply with these Guidelines.

Further to the assignment of sponsorship item(s) (Satellite Symposia, Stand Location, Function Spaces, Advertisement, Flyers in Conference Bags, Writing Pads and Pens, Badge Laces, Abstracts CD-ROM, Web Space, Sponsorship of Catering ...) the ESC will invoice the Industry. The cancellation policy takes effect once the invoicing process has been launched by the ESC.

GUIDELINES

These Industry Guidelines have been sent to all Sponsors and Exhibitors.
The Industry is responsible for providing these Guidelines to its subcontractors.

Unless any comments on the complete Guidelines before **January 31, 2004**, the ESC will consider that Industry representative and their affiliates accept the conditions included in these Industry Guidelines.

Any Exhibitor/Sponsor that is judged to have not followed the Industry Guidelines may be denied the opportunity to exhibit at any future meetings organised on behalf of the ESC.

TERMS OF PAYMENT

The sponsorship fee must be paid in full before the event. Failure to do so will result in the automatic cancellation of the sponsorship.

CANCELLATIONS POLICY

Cancellations by Exhibitors/Sponsors should be made by letter addressed to ESC. If the Exhibitor/Sponsor (except advertising) cancels a reservation after the ESC launched the invoicing process, 50% of the total amount will be due. If the Exhibitor/Sponsor cancels a reservation after **March 15, 2004** no refund will be made, and the total amount for the item is due.

Section 2 – Exhibition

FOR GENERAL INFORMATION ON EXHIBITION PLEASE CONTACT

ESC / Exhibition and Congress Services Department
Heart Failure Update 2004
2035, Route des Colles
Les Templiers
B.P. 179
F-06903 SOPHIA ANTIPOLIS CEDEX
France
Tel: +33 (0)4 92 94 86 68 - Fax: +33 (0)4 92 94 76 26 - Email: HFexhibition@escardio.org
Web Site: <http://www.escardio.org>

RENTING STAND SPACE

The ESC rents stand space in accordance with the compatibility of the items to be exhibited with the subject matter of the exhibition.

The minimum exhibition space is 9 m² for Industry representatives and 6m² for Publishers/Booksellers.

ESC reserves the right to deviate from the stand contract and to allocate a stand in a different location, 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.

ESC reserves the right to make changes in the layout of the exhibition, as well as in the stand assignment in the event that unforeseen circumstances make this necessary. If in such cases the interests of the Exhibitor are unreasonably impaired, he may withdraw from the contract in writing within one week after receipt of notification of the type of alteration. ESC accepts no responsibility for any damages, which may result from such changes.

EXHIBITS

Exhibits must be displayed on stands for the entire duration of the exhibition; display of products other than those listed in the application is not permitted.

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.

Details of prices, given in the form of signboards or stand lettering, are not permitted, nor are references to sales of products already affected or details of suppliers and customers.

STAND DESIGN

Every Exhibitor must submit an exact statement of the dimensions of the stand, as well as plans and descriptions of the stand. This applies equally to those companies hiring a standard exhibit stand module from the Building. This information has to be sent to ESC before **April 2 2004** to HFexhibition@escardio.org. Please refer to the chapter Stand Construction of this document (page 9) for more information.

SUBTENANTS AND OTHER REPRESENTED COMPANIES

Sharing the stand area with another company, regardless of whether this company is represented by its own exhibits and its own staff (subtenant) or only by its own exhibits (represented company), is not allowed, unless written approval is obtained from ESC. 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 his financial obligations, or additional expenses and other claims arising from the contract, ESC is entitled to retain exhibits and the stand equipment and to sell them by public auction or by private contract at the expense of the Exhibitor. The statutory provisions on realisation of objects seized are thus settled. Non-payment is considered a violation of our rules; as a consequence the ESC reserves the right to refuse the participation at the future ESC Meetings/Congresses.

RESERVATIONS

Given serious cause (e.g. industrial action, acts of God) ESC is entitled to postpone, to curtail the duration, to close the exhibition completely or in part for any period, or to cancel it. In the event of complete or part postponement or curtailment, the contract is regarded as valid for a possible new date and new duration unless the Exhibitor protests in writing within a period of 2 weeks after notification of the alteration.

EXEMPTION FROM LIABILITY

ESC does not undertake to safeguard exhibits 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 exemption from liability also applies if exhibits are seized and stored by ESC due to infringement of the present conditions of participation. This exemption of liability is in no way impaired by the special security measures taken by ESC. Furthermore ESC explicitly excludes all liability for any disadvantages or damage incurred to Exhibitors due to erroneous details on space allocation, stand construction, catalogue entries or other errors in ancillary services. Property of the Exhibitor and of third parties shall remain on the premises at their own risk. ESC will not be responsible for the insurance of such items. 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.

All Exhibitors should contract its own insurance.

PREMATURE TERMINATION OF THE RENTAL CONTRACT

If after binding application and conclusion of the contract ESC should accept in exceptional cases to withdrawal from the contract, the Exhibitor is liable for the full amount of the stand rental including all surcharges. Should ESC succeed in otherwise disposing of the stand, it reserves the right to claim payment of part costs by the tenant withdrawing from the contract. A case of re-letting is not constituted if, for aesthetic reasons, the area not used by the Exhibitor is allocated to another Exhibitor without ESC deriving further proceeds from re-letting the area previously occupied by the re-located company. A case of re-letting is also not constituted if there are still unoccupied stand areas available. ESC is entitled to withdraw from or to revoke the rental contract, the conditions of participation or the supplementary regulations even after a reasonable period of grace. This also applies in the event that the conditions on which the contract was concluded do not apply or no longer apply, in particular if the Exhibitor has so altered his manufacturing programme that his products can no longer be classified in the industry for which he has rented stand space.

CANCELLATIONS

Cancellations of exhibition space should be sent by registered mail to the Heart Failure organisers: Hfexhibition@escardio.org.

If a reservation by the Exhibitor is cancelled after the ESC launched the invoicing process and before 15/03/2004, 50% of the total due amount will be charged.

If the Industry exhibition space is cancelled after 15/03/2004 date a 100% cancellation fee will be invoiced.

ASSIGNMENT OF SPACE

Stands are assigned on a first come first served basis.

ENFORCEMENT OF RULES

Any exhibitor that is judged to have not followed these Guidelines may be refused the opportunity to exhibit at any future meetings organised on behalf of the ESC.

SUPPLEMENTARY PROVISIONS

Constituent parts of the rental contract take the form of the house regulations, the Industry Prospectus, the Industry Guidelines, as well as other organisational and technical regulations sent to the Exhibitor before the exhibition opens. These documents are available to all Industry involved in Heart Failure Update 2004, if you don't receive them, please request them. Unless any comments on the complete Guidelines before **January 31, 2004**, the ESC will consider that Industries and their affiliates accepts the conditions included in this Industry Guidelines.

CLAIMS PROCEDURES, PLACE OF PERFORMANCE AND JURISDICTION

All claims by the Exhibitor against ESC must be made in writing within 3 months from the closure of the Heart Failure Update 2004 exhibition. Agreements, which deviate from these conditions or from the supplementary regulations, must be in writing; facsimile signatures suffice. The contract is governed exclusively by French law; the English text is authoritative.

The sovereignty of national law of the site of Heart Failure Update 2004, Wroclaw, Poland, is undisputed.

Place of performance and jurisdiction is Grasse - France. ESC reserves the right, however, to bring its claims before the courts competent for the area where the Exhibitor has his registered office.

In case of dispute, ESC's decision shall be considered final.

Section 3 – Technical Guidelines For Exhibitors

Important Notice: all Exhibitors must submit a detailed stand drawing to ESC before **April 2 2004**. Without the written approval of ESC no stand can be built. If you order a stand system from the Building please send the details to HFexhibition@escardio.org.

FOR ALL INFORMATION REGARDING THE BUILDING, TECHNICAL ASPECTS OF THE EXHIBITION AND ORDERING OF EQUIPMENT PLEASE CONTACT:

INTERART Ltd.
Mr. Maciej Partyka
Ul. Pugeta 6
51-618 Wroclaw
Poland
Tel: +48 71 348 18 21 – Fax: +48 71 348 14 51
E-mail: office@interart.com.pl

Quotations for AV equipment can be obtained on request from ACS AV Company. Within 3 days you will receive an offer. Send your e-mail to: guillaume.deleon@acsavcompany.com

For all services (water, electricity, telephone, computer etc.), please order through the Product and Services order forms. These forms may be downloaded at: <http://teamwork.escardio.org/exhibit@ESC>

GENERAL INFORMATION

ESC 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 (which means carpet, walls (if needed or prescribed), furniture, electricity etc.).

The price of 'SPACE ONLY' is € 400 per m² (+VAT)

A reduced rate of € 300 per m² is offered to publishers, booksellers and journals.

The minimum exhibition space is 9 m² for Industries and 6m² for Publishers.

The exhibitors who will need to rent a standard exhibit stand module are advised to use the services of INTERART Ltd. Please see the product and Service Catalogue.

Immediately after allocation of the stand site the Exhibitor is advised to personally check the location and measurements of installations which might be found on the stand space assigned, the following items are given as examples: fire-alarm systems, junction boxes, technical inspection hatches, water supplies, drainage systems, columns. ESC does not accept responsibility for the detailed accuracy of the floor plans provided for Exhibitors' reference.

Each stand will be numbered by ESC.

Motorised vehicles are not admitted within the Exhibition areas during build-up or dismantling periods nor at any stage during Heart Failure Update 2004.

Please ensure adequate means to transport your stand materials into the building and to the stand or order these services from the official Forwarder and Lifter: Fairexx (see page 14 shipping information).

Please note that this year, due to the building lay-out, the Exhibition hall is circular, all around the lecture rooms. In consequence the Exhibition will open and close as the same time as the Congress hours.

EXHIBITION TIME SCHEDULE

- Stand construction should be finished on **Friday 11 June 2004 at 20.00** at the latest.

- All packing material, which is to be retained (e.g. for re-use) should be cleared from the Building by 20.00 on **Friday 11 June** to allow the aisle carpets to be laid. After this time any materials left in the aisles will be cleared by the organisers and destroyed. ESC accepts no liability for the packing material not removed in due time.

- No goods can be brought into the hall by trolleys, forklifts etc. on **Saturday 12 June**. Saturday morning (until 12:00) should be used for installation of decor, computers, etc.
- ESC will have an office (Organisers Office) in the Building from Thursday, June 10 until Tuesday, June 15.

EXHIBITION DATES

Thursday 10 June	08:00 – 20:00: exhibition build-up
Friday 11 June	08:00 – 20:00: exhibition build-up
Saturday 12 June	08:00 – 12:00: exhibition decoration only 12:00 – 13:00: hall inspection by the ESC 13:00 – 20:30: exhibition open
Sunday 13 June	07:30 – 17:30: exhibition open
Monday 14 June	07:30 – 19:30: exhibition open
Tuesday 15 June	07:30 – 13:00: exhibition open 13:30 – 24:00: exhibition dismantling

EXHIBITOR BADGES

Free Exhibitor Badges:

Exhibitors are entitled to a certain number of free badges; the number of these 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.

All Exhibitor badges must be ordered by email. This email should be returned to the Organisers before **20 May 2004** to Hfexhibition@escardio.org

Please note that you have the choice to choose how your free badges are inscribed. Please indicate when you send your email for the badges the number of 'company only' badges and the number of 'individual' badges you wish to receive (please indicate the person's name).

Please send us the above information in an Excel spreadsheet. Please refer to corresponding form on:

<http://teamwork.escardio.org/exhibit@ESC>

Stand size between:				Number of Free Badges:
9	and	49	m ²	8
50	and	99	m ²	16

Exhibitor badges will give access to the scientific sessions when space is available, to be sure of having a seat in the lecture room a standard delegate badge is recommended.

Additional Exhibitor Badges:

If the number of free Exhibitor badges is insufficient, extra badges (under company name only) may be purchased at a price of € 34 per badge plus VAT.

Work Passes:

In the interest of security only those individuals directly responsible for the construction and dismantling of the stands will be permitted in the exhibit area during stand construction and dismantling times. To this end, work passes will be given out at the lorry unloading area during stand construction and dismantling times. Registered Exhibitors may also gain entrance to the exhibit hall during installation and dismantling times by showing their Exhibitor badge at the entrances. Exhibitors are obliged to wear their badges clearly visible at all times when in the congress centre.

STAND CONSTRUCTION

Every Exhibitor must submit an exact statement of the dimensions of the stand, as well as plans and descriptions of the stand. This applies equally to those companies hiring a standard exhibit stand module from the Building. This information has to be sent to ESC before **April 2 2004**. The drawings shall clearly indicate the planned layout, equipment and furnishing of the stand, including the graphics and signage. Also indicated must be the location of power outlets, electricity cables, water and compressed air connections as well as telephone and ventilation installations.

Only with the written approval of ESC shall the stand drawings be deemed approved for construction.

The (standard) maximum height of stand constructions is 2.5 metres. If you wish to build higher than this please contact ESC for approval (HFexhibition@escardio.org).

Two-storey structures are not allowed. Arches, bridges or similar constructions connecting two or more stands are not allowed.

All peninsula, corner and in-line stands must be separated from the neighbouring stand(s) by means of a separation wall. 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, and this agreement differs from the policy prescribed by ESC, this agreement has to be approved of by ESC. Please note that all in-line, peninsula and corner stands must also have a back wall. The rear sides of the stands shall be designed and decorated by the Exhibitor to whose stand they belong, provided that the interests of the neighbours are not affected thereby.

Stands should be fully accessible on all 'open' sides. Requests to be partially exempted from this rule should be submitted in writing to the organisers.

Island booths are separated the width of an aisle from all neighbouring exhibits, demonstration areas may not be set on the aisle line of the exhibit; space must be left within the exhibit 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 terminated.

The stand floor must be adequately covered, for instance with carpeting or carpet tiles. **Please note that the exhibition area is already carpeted and that the stand carpet will have to cover the existing one.**

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, use of carpeting that is held in place by its own weight on the floor or by adhesive bands. These items must be removed by the Exhibitor at the end of the exhibition.

The Exhibitor is not allowed to place articles to be exhibited in a manner, which, in ESC's opinion, affects or hinders neighbouring stands, e.g. as 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.

The maximum permissible load on the floors of the Building is approximately **500 kg per square metre**.

The stands may be covered by a roof insofar as such roofs are in compliance with the fire protection regulations. Any and all horizontal decorations, ceiling areas and roofs require approval

The stands, materials, installations, advertising supports, etc, must conform to public safety requirements.

The ceilings, walls, columns and technical installations of the Building in general must not be subject to loads from the decoration or objects exhibited. It is forbidden to hang anything from the ceiling of the Building, 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.

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

The floor, columns and installations (distribution boxes, piping, rented shell stands, etc.) of the Building shall 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.

Platform

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

- . The maximum height allowed, measured from floor level to the top of the platform is 10 cm;
- . The platform sides must be closed and neatly finished;
- . The platform edges must be safe (secured safe & easily visible);
- . The platform should be placed within the stand perimeter;
- . The platform must allow access to those in wheelchairs; Please note that the edges should be sloped for this purpose.

It is forbidden to dig trenches, anchorages or to make other structural alterations inside the Building, unless explicit authorisation has been obtained from the Building owners.

It is forbidden to place mortar directly on the floor, to nail with percussion tools or to paint with spray guns.

Any set-up or installation, which does not comply with the standard specifications or with the designs approved of by 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 ESC. All expenses for these corrections will be payable by the Exhibitor. ESC accepts no responsibility for damages caused by these corrections.

The set-up and installations shall be finalised by the deadlines fixed and the packing material shall be removed from the stand. If it appears to 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 therefrom. He shall not be entitled to any claim for reimbursement that may arise in consequence of such an intervention.

CLEANING AND REFUSE

ESC will clean the Building and the aisles in the Exhibition area (not the stand space) before the beginning of the Congress.

Minimum booth cleaning is mandatory after exhibits move-in. To do so exhibiting companies have to arrange special stand cleaning through INTERART, please refer to the Product & Services Catalogue on: <http://teamwork.escardio.org/exhibit@ESC>

CHEMICAL WASTE

After the halls management has been notified of its existence, this waste should be deposited in special chemical waste containers, preferably in the original packaging and at the very least with a product label attached. Removal costs will be charged to the Exhibitor.

FIRE AND SAFETY REGULATIONS

General

Please note that the fire extinguishers must be kept free at all times.

Escape routes, doors and emergency exits (indoor and outdoor) 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.

Written permission from INTERART is required before any of the following may be used in building.

- Equipment for demonstration purposes, cooking, frying or baking with gas or electricity.
- Compressed or liquefied gases.
- Fire-accelerating liquids.

The same restrictions apply to the use of inflammable chemicals.

For booth construction etc., only non-inflammable materials or the material listed below (1-10) may be used and then only if they satisfy the relevant regulations.

Easily inflammable or explosive substances, gases or dangerous goods, including radioactive and chemical substances, are not permitted in the building.

1. SOFTBOARD

All surfaces must be coated, according to the instructions for use, with an approved fire-retardant paint or enamel, or must have been flame proofed by the manufacturer, whereby each sheet should have been clearly marked as such by the manufacturers.

2. WOOD, HARDBOARD, PLYWOOD, MULTI-PLY, CHIP BOARD

These materials should be at least 3.5 mm thick.

3. GLASSES

- For outer walls and partitions: only safety glass or reinforced glass with embedded cross-wire reinforcement.
- For ceilings: only reinforced glass with embedded cross-wire reinforcement.

4. TEXTILE USED VERTICALLY (HANGING FREE)

- Non-inflammable fabric: care should be taken that a fabric has not been made inflammable as a result of treatment for special purposes.
- Inflammable fabric: the fabric must be made as fireproof as possible by flame proofing or by gluing it to base of non-inflammable material or to one of the materials mentioned in paragraphs 1 to 3.
- Non-inflammability must be demonstrated when tested.
- Should either fabric come into contact with fire or high temperatures, it may not give off irritating or noxious gases or fumes, nor may it drip or melt.

5. TEXTILE USED HORIZONTALLY (VELUM)

Non-inflammable natural and man-made fibre must be braced by metal wires at intervals of 53 cm or by cross-wires with a mesh size of 70 cm. When in contact with fire or at high temperatures, the fabrics may not give off irritating or noxious gases or fumes, nor may they drip or melt.

Inflammable natural fibre must be flame proofed and braced by metal wires as described above.

6. BALES OF STRAW, CARDBOARD, RUSH AND STRAW MATS

Material must be made as near fireproof as possible by being immersed for at least 24 hours in a fire retardant medium and must be able to pass an on-the-spot-test.

7. SYNTHETICS

- Film and foil (with or without textile backing) must be affixed to a base of non-inflammable material or to one of the materials listed under nos. 1 to 3 above, in order to render it as near fireproof as possible. On contact with fire or at high temperatures, the material should not give off irritating or noxious gases or fumes, nor should it drip or melt and it must be able to pass an on-the-spot-test to this effect.
- Sheeting must be made as near fireproof as possible; on contact with fire or at high temperatures, the material should not give off irritating or noxious gases or fumes, nor should it drip or melt.
- For foam plastic and rubber (e.g. for lettering) the same rules apply as for sheeting unless there is no more than 2 cu.dm. per sqm of booth surface area.

8. PAPER PRODUCTS (WALLPAPER, CREPE PAPER, PHOTOGRAPHIC PAPER)

The paper must be entirely glued to a base of non-flammable material or to be one of the materials listed in nos. 1 to 3 above, or have been fireproofed.

9. INFLAMMABLE DRINKING CUPS

These are permitted provided there are sufficient flame-dousing metal garbage available; these bins must be regularly emptied outside the building.

10. LIGHTING

Ornamental fittings with light bulbs are permitted if:

- They are made of non-inflammable material or of a fire-proof synthetic which does not start to drip when heated and if the brackets are of a type generally available;
- The installation is stable;
- The source of light is placed at a distance of at least 15 cm from any flammable material, or the reflected rays cannot fall on inflammable material within a 30 cm radius of the reflector.

Fluorescent tube fittings (plastic) are permitted if:

- The light aperture is made of a self-extinguishing material which, in case of combustion, does not give off irritating or noxious fumes and is of a type generally available;
- The distance between these fittings and the outer walls of the booth is at least 50 cm;
- The total surface of a number of inter-connected fittings is no greater than 3.5 sqm; the distance between two such groups of fittings is at least 1 meter;
- The material used to hang the fittings is metal or at least 10 mm thick wood.

11. NEON APPLIANCES

For neon appliances and equipment, the following regulations apply to the connections and/or switches:

- A maximum of two neon appliances may be connected by way of a plug which must be within reach,
- Where several neon appliances are mounted alongside one another, they must be fitted with one (!) central fire emergency switch;

Neon appliances and equipment, which are difficult to reach or are part of the booth construction, must be fitted with a fire emergency switch.

Any goods on your stand will constitute part of your stand and will be subject to these regulations.

ELECTRICITY

All electrical connections and distribution boards must be ordered through INTERART Ltd; the same goes for the supply of distribution boards.

At the time of the official inspection the relevant reports on the wiring including the official form (information on connections) must be presented to the Technical Services Department for submission to the authorities.

Please order your electricity and connections (with locations) via the Product & Services Catalogue available on: <http://teamwork.escardio.org/exhibit@ESC>

All power distribution boxes must be magneto thermal and earthed protective. It shall also have a differential switch (30MA for lighting & 300MA for power). Protective grounded of all metal rods is compulsory.

Twenty-four-hour supplies, direct current and non-standard voltages, currents and frequencies can be arranged provided sufficient notice is given to INTERART Ltd.

INTERART Ltd.

Mr. Maciej Partyka

Tel: +48 71 348 18 21 – Fax: +48 71 348 14 51

E-mail: office@interart.com.pl

TELEPHONE AND FACSIMILE CONNECTION

Exhibitors should use the relevant Order Form for telephone and fax connection.

Please order telephone and facsimile connection (with locations) via the Product & Services Catalogue available on: <http://teamwork.escardio.org/exhibit@ESC>

SHIPPING INFORMATION

Official Forwarder and Lifter for Heart Failure Update 2004:

FAIREXX Logistics for Exhibitions GmbH

Oderberger Str. 13

D-10435 Berlin / Germany

ctc.: Mrs. Sandra Günther / Mr. Stefan Grunwaldt

Tel: +49 30 4403 470

Fax: +49 4403 4779

E-mail: sandra.guenther@fairexx.de

All goods that you wish to send to the exhibition at Heart Failure Update 2004 should be sent to **BERLIN**.

Please refer to the FAIREXX Shipping Manual and the Quote Request form available on: <http://teamwork.escardio.org/exhibit@ESC>

CUSTOMS, TAXES AND DUTIES

The Exhibitor will pay the various taxes and duties he might owe resulting from his taking part in the exhibition.

Please refer to the FAIREXX Shipping Manual and the Quote Request form available on: <http://teamwork.escardio.org/exhibit@ESC>

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.

Please refer to the FAIREXX Shipping Manual and the Quote Request form available on: <http://teamwork.escardio.org/exhibit@ESC> and complete the filed "Other services requested at Fairground".

Fairexx will advise Industry representatives on the mechanical lifting and carrying of goods in their quotation.

During the Meeting dates, from Saturday 12 June 08:30 to Tuesday 15 June 13:00 only light articles may be taken in the exhibition hall.

Do not place anything in the aisles outside the stand. If you do, you will block the passageway for other transport. The Congress Centre has the right to store all packaging that is left in the aisles after 20.00 on **Friday 11 June, 2004**.

It is prohibited to drive transport vehicles and cars into the building. Always park your car in the allotted space. Note that parking is not allowed in front of doors or on ramps. Make sure doors are latched securely. In cold weather, doors should be closed immediately after passing through. Do not block the doors.

STORAGE

No refuse (e.g. empty cartons, crates or shipping/packing materials) may be left behind in your booth or in the aisles. If any exhibitor or his contractor(s) leave 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 length of the exhibition.

STAND SERVICES

If you wish to order services, which are not mentioned in the INTERART Product and Services catalogue please contact:

INTERART Ltd.
Mr. Maciej Partyka
Ul. Pugeta 6
51-618 Wroclaw
Poland
Tel: +48 71 348 18 21 – Fax: +48 71 348 14 51
E-mail: office@interart.com.pl

Information and order forms regarding the services below are included in the Product and Service catalogue available on: <http://teamwork.escardio.org/exhibit@ESC>

- . Modular and additional stand elements
- . Furniture
- . Catering
- . Lighting, electricity
- . Audiovisual equipment
- . Telecommunications and computing
- . Plants
- . Text and pictures
- . Hostesses
- . Cleaning

Deadline for ordering Products & Services: **15 April 2004**

CATERING

For details and ordering catering please refer to the Product & Services Catalogue available on: <http://teamwork.escardio.org/exhibit@ESC>

SMOKING

Smoking is not permitted anywhere in the Building. Ashtrays and ash urns are prohibited in the building.

ALCOHOL

Exhibiting Companies will refrain from serving any alcoholic beverages from the stand.

CHILDREN

Children under the age of 16 are not permitted in the exhibition halls.

STAND ACTIVITIES, HOSPITALITY AND PUBLICITY

I) 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 'attractions' is not allowed, any similar project must be submitted for the approval of ESC prior to Heart Failure Update 2004. Failure to do so may result in the exhibitors being obliged, at their own expense, to discontinue any such activity on-site.

II) 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 television sets, is allowed as long as no disturbance is caused. If ESC judges that a disturbance is being caused, the Exhibitor is to halt the activity immediately. If this is not done, ESC reserves the right to make the necessary arrangements at the expense of the Exhibitor.

III) All audio-visual activities require the written permission of ESC, if you intend to organise any audio-visual activity please ask ESC for the details of this policy.

IV) Notwithstanding the legal responsibilities of each Exhibitor at his own stand, the Board of the European Society of Cardiology has accepted the policy that small give-aways are acceptable at the exhibition (maximum retail value € 5; for example badges, T-shirts, pens. All such give-aways must have the written approval of ESC. The distribution of give-aways should be low profile and should in no way overshadow the main activity of the stand. Please inform the ESC (HFexhibition@escardio.org) of your planned Stand Activity and Give Aways, before **18 May 2004**.

V) Exhibitors shall refrain from holding lotteries, organising games of chance and using "market stall techniques". Only quizzes with a scientific content can be held at the stand. Any such activity must be approved of by ESC. Participation can be 'rewarded' with a prize. However, the prize should be the same for everybody. 'Drawing winners' is not allowed. Maximum retail value should be € 5. If the prize is a 'medical information carrier' such as a medical text book, a CD-ROM, a tape, a slide set etc., the maximum retail value should not exceed € 50.

VI) Distribution or display of material printed by industry or its agents is limited to the area rented by the Exhibitor in the exhibition. The placement of both signs and billboards is limited to the area rented by the Exhibitor in the exhibition area.

VII) "Special effect" lights, laser, sound & video projection on the stand will be allowed with written permission of ESC.

VIII) Exhibitors are not allowed:

- To use names or trade marks which may be misleading or cause hindrance to the Exhibitors at the other stands or to visitors to Heart Failure Update 2004;
- 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. Nor should stands be dismantled or removed prior to the end of the event.

IX) The site assigned to the Exhibitor shall be staffed at the beginning of the exhibition (Saturday 12 June, 13:00), 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 himself or a person authorised by him is present at the site at all times.

X) The use of the name of the European Society of Cardiology (ESC), Heart Failure Update 2004 or the European Heart House (EHH), as well as the logos of these entities, is strictly forbidden in any advertising, publicity, sign, product, printed matter, film, video, or other media etc. without the explicit permission in writing of the ESC.

The only exception is that Exhibitors may refer to Heart Failure Update 2004 as "Heart Failure Update 2004, International Meeting organised by the Working Group on Heart Failure of the European Society of Cardiology Together with the International Society of Heart Research".

XI) Exhibitors or their agencies are not allowed to reproduce texts, drawings or graphics that have been specially produced by ESC for use in publications such as the Final Programme or the Abstract Book.

XII) None of the exhibits may be photographed or filmed without the permission of the relevant Exhibitor. ESC is entitled to photograph, draw or film the installations and stands, as well as the exhibits thereon and to use these reproductions in its publications and in the press.

XIII) The Exhibitor is entitled to photograph or film his own exhibition stand during exhibition hours.

SURVEILLANCE & SECURITY

ESC undertakes the general surveillance service of the Building, both by day and at night.

The Exhibitor shall be responsible for the security of his stand and exhibits. Exhibitors are recommended to pay close attention to the exhibits during the stand construction and dismantling periods as well. 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. ESC accepts no responsibility for goods stolen from exhibits. Security services can be ordered through the building.

ESC may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of Heart Failure Update 2004, or who refuses to comply with the local safety rules.

Please note that this year, due to the building lay-out, the Exhibition hall is circular, all around the lecture rooms. In consequence the Exhibition will open and close as the same time as the Congress hours, please plan your booth security accordingly.

INSURANCE & OTHER CHARGES

Additionally, all exhibition goods and packaging materials shall be insured at the expense and risk of the Exhibitor. **Neither INTERART nor the ESC** can accept any responsibility for damage, loss, theft, disappearance or injury of anything or anybody due to any cause. The exhibitor and the contractors he may employ are obliged to take out insurance against third party risks before the start of the exhibition. The cost of this insurance is for the exhibitor's account.

Exhibitors should also be covered against any claims, which may ensue from transportation to and from the Building. A copy of this insurance, or proof of adequate cover, must either be sent to ESC before **12 April, 2004**, or be available for inspection on-site.

Section 4 – Satellite Symposia / Meet the Expert Sessions

As in previous years, the Working Group on Heart Failure invites companies in the cardiovascular field to organise special sessions as part of the Heart Failure Update 2004 Meeting. These so-called Satellite Symposia / Meet the Expert Sessions will be allotted time slots during which no other type of scientific sessions will be held.

CONDITIONS FOR HOLDING A SATELLITE SYMPOSIUM OR A MEET THE EXPERT SESSION

Exhibition Stand

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

Duration

The Satellite Symposia should fit in the standard time unit of lunch time session, one 90-minute session, 120-minute session or one 180-minute session. The lunch time Satellite Symposia should not alter in any way the scientific sessions held in the room before and after the satellite symposia.

Companies organising one 180-minute session must have a coffee break of 30 minutes.

The Meet the Expert Session should have duration of 45-minutes maximum.

Lunch time Satellite sessions

Companies organising Satellites during the lunch time will be allowed to enter in the Lecture rooms at 12:35 after the scientific session and must leave the lecture rooms at 13:50 in order to let the ESC staff prepare the following scientific sessions.

Access - Badges

- Companies only have access to the rooms at their scheduled time slots.
- All involved in the operation of the Satellite Symposia / Meet the Expert Session (hostesses, film crew, technicians...) must also have a valid badge. (Exhibitors, active participant or day ticket badges).
- All persons attending the Satellite Symposium/Meet the Expert Session must be registered either as full participants or as exhibitors; persons without such a badge will not be allowed to enter the room.
- The Satellite Symposium must be open to all registered Congress participants.
- The attendance of the Meet the Expert Session cannot exceed 50 persons and must be on invitation only.

Lecture Room

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

Promotion

Promotional material announcing Satellite Symposia/Meet the Expert Session may only be distributed in the following ways:

- Display of posters 15 minutes before the beginning of the session in front of the assigned room. Posters are not permitted in the building other than on the booth.
- Distribution of material (flyers...) at the entrance of the assigned room 15 minutes before the beginning of the session, nowhere else in the building other than on the booth.
- Handing out material from the exhibition booth.

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

Payment

Payment for the Satellite Symposium has to be completed before **Friday 11 June, 2004**.

Overflow

No overflow area is planned for Satellite Symposia at the time of this Industry Guidelines is going to press.

IMPORTANT: It is strictly forbidden to hold Satellite Symposia outside the Heart Failure Update 2004 Meeting premises between 08 June and 17 June, 2004

THE TIME SLOTS RESERVED FOR SATELLITE SYMPOSIA

- **Saturday 12 June, 2004:**
14:30-16:00 and 16:30-18:00

- **Sunday 13 June, 2004:**
12:35-13:50

- **Monday 14 June, 2004:**
12:35-13:50 and 18:00-19:30

COST OF SATELLITE SYMPOSIA / MEET THE EXPERT SESSION

The cost of a Satellite Symposium includes:

a) A basic price of

- EURO 33 000 for one 90-minute session or lunch time session
- EURO 18 000 for a Meet the Expert Session

120 and 180 minutes sessions can also be organised. This fee will be available upon request.

b) Plus room rental (not included in basic price)

The basic equipment of a lecture room is:

- Chairs arranged theatre-style
- 1 lectern + Microphone
- 1 table for 2 chairpersons + 1 microphone
- Microphones in the room for the delegates
- 1 Video-projector
- 1 screen
- 1 PC with XP pack office
- Technician(s)
- Room networked with the Speakers' Service Centre

DOUBLE PROJECTION AND TRANSLATION ARE NOT ALLOWED!

c) The use of the Speakers' Service Centre (SSC)

- Access to the Speakers' Service Centre.
- Audio-visual assistance to all speakers from the session.
- Scientific programme of the session announced at the entrance of the room.
- Names of the chairpersons (only) on the table.
- A hostess available in the lecture room during the session to assist speakers & chairpersons

The Speakers' Service Centre will be open:

- On **Saturday 11 June, 2004**, from 13:00 to 19:30
- On **Sunday 12 June, 2004**, from 07:30 to 17:45
- On **Monday 13 June, 2004**, from 07:30 to 18:15
- On **Tuesday 14 June, 2004**, from 07:30 to 13:15

Plus cost for any extras

E.g. extra audio-visual equipment, extra furniture, extra decoration, etc. To order any extra equipment we suggest you to refer to the Product & Services Catalogue available on <http://teamwork.escardio.org/exhibit@ESC>.

SATELLITE SPEAKERS & CHAIRMEN RULES

The Industry organising the Satellite Session will have to cover the expenses of the Speakers/Chairmen included in the satellite programme:

- Travel
- The registration fee
- On-Site expenses (taxi...)
- The hotel night prior the Satellite Session and the night after the Satellite Session

Nucleus Members involved in Satellites Session as a Speaker or a Chairman :

The Industry organising the Satellite Session will have to cover the expenses of the Nucleus member for the following items:

- Travel
- On-Site expenses
- The night prior the Satellite Session and the night after the Satellite Session

The Heart Failure Meeting will cover:

- The registration fee
- The over nights if the Nucleus member decides to stay more than the 2 nights paid by the Industry (the nights covered by the ESC cannot be outside the congress days).

Exception is made for the Chairman and Vice-Chairman (respectively Prof. Drexler and Prof. Brutsaert) of the WGHF and the Scientific Chairmen (Prof. Ponikowski and Prof. Ruzyllo). All their expenses will be covered by the Heart Failure Meeting.

Hot Line Speakers and Chairmen:

All the expenses (travel, accommodation, meals) will be covered by the Industry.
The ESC will cover the registration fee.

SCIENTIFIC PROGRAMME

The ESC will send you by December 2003 a session forms to be completed with the satellite scientific programme.

The complete scientific programme of the Satellite Symposium / Meet the Expert Session, typed on the special forms provided by ESC, must reach the ESC offices, Sophia Antipolis, France, before **31 January, 2004**.

The Scientific Committee will validate the scientific programme on **20 February, 2004**.

Scientific Programme has to be sent to:

ESC
Ms. Chelsea Thomas
Heart Failure Update 2004
2035, Route des Colles
Les Templiers
B.P. 179
F-06903 SOPHIA ANTIPOLIS CEDEX
France
Tel: +33 (0)4 92 94 35 11 - Fax: +33 (0)4 92 94 76 20 - Email: HFsponsorship@escardio.org

Session Programme

A "complete programme" must include the following:

- Title of the session
- Names of the two chairpersons (1 can also be speaker)
- Title of each presentation with their duration
- Names of the Speakers
- Complete addresses of the chairpersons and speakers
- Duration of the session

IMPORTANT

- No product names or brand names are allowed in the title or in the scientific programme of the session. Please use generic name.
- 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 symposia.
- ESC does not cover the expenses related to the Speakers and Chairmen of Satellite Symposia even if active in the Scientific Programme, please refer to the above chapter "Satellite Speakers and Chairmen rules" on page 19.

CHANGES IN THE SATELLITE SCIENTIFIC PROGRAMME / ERRATUM POLICY

In case of modifications in the Satellite Scientific Programme please inform the ESC. The ESC cannot guarantee to respond positively to the changes requested.

ESC kindly asks the Company to inform of any modifications to the Scientific Programme of the Satellite Symposium before **1 April, 2004** in order to be printed in the Final Programme.

Late modifications in the Satellite Scientific Programme received after **01 April, 2004** cannot be printed in the Final Programme. In this case, if the Satellite Programme is received before **15 May, 2004**, it will appear in the ERRATUM. The ESC cannot guarantee to deal with alterations received after **15 May, 2004**.

Session Format

Satellite Symposia must follow one of the formats listed below:

a) 90-minute or 120-minute session:

At least 4 presentations.

b) 180-minute session:

2 times a 90-minute session.

c) Meet the Expert Session, 45 minutes:

2 speakers only. The attendance cannot exceed 50 persons and must be on invitation only.

ROOM ASSIGNMENT

Rooms are assigned by the ESC on a first come, first served basis.

CANCELLATION POLICY

Cancellations of Satellite Symposia should be sent by registered mail to ESC.

Cancellation Policy: Cancellations of Satellite Symposia should be sent by registered mail to Heart Failure Secretariat.

If cancellation is received after the ESC launched the invoicing process and before 15/03/2004, 50% of the total due amount will be charged.

If the Satellite Symposium is cancelled after 15/03/2004 date the full compensation fee will be invoiced.

ENFORCEMENT OF RULES

Infringements of these Guidelines and Conditions will be referred to the Board of the Working Group on Heart Failure. If a serious infringement is deemed to have been committed, the company in question may be refused access to future Heart Failure Meetings.

Section 5 – PROMOTIONAL OPPORTUNITIES

FLYERS IN CONFERENCE BAGS

Conference Bags will be distributed to all registered delegates during the meeting.
An A4 (maximum size) leaflet can be placed in bags at **Euro 4,500** (+VAT), excluding production.
For any further information please contact: HFsponsorship@escardio.org

All invitations must respect the ESC Heart Failure Graphic Chart available on:
[HTTP://teamwork.escardio.org/exhibit@esc](http://teamwork.escardio.org/exhibit@esc)

All flyers or promotional material referring to the Satellite Symposia / Meet the Expert Session must receive ESC approval prior to being printed and distributed.

Please send a proof of the flyer to be approved by the ESC to HFsponsorship@escardio.org.

All material to be inserted in the Congress bags has to reach the ESC at the following address before **April 15, 2004**.

ESC
Heart Failure Update 2004
Mr. François Durand
2035, Route des Colles
Les Templiers
B.P. 179
F-06903 SOPHIA ANTIPOLIS CEDEX
France
Tel: +33 (0)4 92 94 86 86 - Fax: +33 (0)4 92 94 86 29 - Email: fdurand@escardio.org
Web Site: <http://www.escardio.org>

WEB LINKS

Since the list of pre-registered participants are no longer available, the ESC offers the provision of a web link between the on-line ESC Heart Failure Update Meeting 2004 Final Programmes and a web page created by the Industries.

The "Promotional Material Web Link" is available to exhibiting companies only and may be used only to inform participants about the upcoming Heart Failure Update meeting.
Price for Web Link is: **Euro 480** (+VAT)

For any further information please contact: HFsponsorship@escardio.org

PUBLICATION OPPORTUNITIES

Product Description

All Exhibitors will be listed in the Final Programme, together with a short description of the products exhibited. (Maximum 50 words).

To this end, all Exhibitors should send their Product Description to HFexhibition@escardio.org by email before **12 March 2004**. The ESC cannot guarantee the inclusion of the product description in the Final Programme if received after **12 March 2004**.

Final Programme

Advertisements can be placed in the Final Programme, which is distributed on-site to all registered participants.

For more information on rates, reservation and deadline etc. please contact: HFsponsorship@escardio.org

Abstract Book

Advertisements and Satellite Announcements can also be placed in the Abstract Book.
For more information on rates, space reservation, and deadlines etc., please contact:

Ms. Abi Lishman
Elsevier
Tel: +44-1865-843154
E-mail: a.lishman@elsevier.com

ENTERTAINMENT RESTRICTIONS

The ESC has adopted a policy which limits industry sponsored entertainment, lunches, seminars or other formal gatherings. Without the specific approval of ESC, companies should not organise such events from Tuesday 8 June midnight to Thursday 17 June. **If you do plan any such events please consult ESC.**

HOTEL PROMOTION

The ESC has adopted a policy which limits industry promotion of their activities in hotels during Heart Failure Update 2004.

INVITATIONS / PROMOTIONAL MATERIAL

ESC Approval

All invitations / Promotional Material must respect the ESC Heart Failure Graphic Chart available on:
<http://teamwork.escardio.org/exhibit@ESC>

All invitations or promotional material referring to the Satellite Symposia / Meet the Expert Session must receive ESC approval prior to being printed and distributed.

A proof of invitations or promotional material have to be sent before **April 15, 2004** to
HFsponsorship@escardio.org.

Deadlines-at-a-Glance

31 January 2004

- Deadline for Industries to send the complete scientific programme of the satellite session.
- Deadline for Industries and their affiliates to send comments on the Heart Failure Update 2004 Guidelines.

12 March 2004

Deadline for Industries to send the Product Description.

15 March 2004

Scientific programme will be sent by the ESC to all companies to be checked.

21 March 2004

Deadline for Industries to send the corrected proofs* of the scientific programme back to the ESC.

2 April 2004

Deadline for Exhibitors to send an exact statement of the dimensions of the stand, as well as plans and descriptions of the stand; both layout and side elevation view.

12 April 2004

Deadline for Exhibitors to send a copy the insurance, or proof of adequate cover, to the ESC.

15 April 2004

- Deadline for technical orders through the INTERART Product & Services Catalogue.
- Deadline for the concerned Industries to send a copy of the flyers to the ESC for validation.

15 May, 2004

Deadline for Erratum: deadline for Industries to send any alterations of the satellite symposia contents and product description.

Deadline for Industries to send all material to be inserted in the Congress bags.

18 May 2004

Deadline for Industries to inform the ESC of the Stand Activity and Give Aways distributed on the Stand.

20 May 2004

Deadline for industries to order exhibitors badges.

***N.B. After March 21, 2004 no further corrections will be taken into consideration for the printing of the Final Programme but in the Erratum.**

Contact Persons

Exhibition/Satellite Symposia information

HALA LUDOWA contact:
INTERART Ltd.
Mr. Maciej Partyka
Tel: +48 71 348 18 21 – Fax: +48 71 348 14 51
E-mail: office@interart.com.pl

For General Information on Exhibition, please contact:
ESC / Exhibition & Congress Services Department
Tel: +33 (0)4 92 94 86 68 - Fax: +33 (0)4 92 94 76 26
E-mail: HFexhibition@escardio.org

For General information on Satellite Symposia please contact:
ESC / Scientific Department
Tel: +33 (0)4 92 94 35 11 - Fax : +33 (0)4 92 94 76 01
E-mail: HFsponsorship@escardio.org

General Information

Heart Failure Secretariat :
Tel: +33 (0)4 92 94 76 00 - Fax: +33(0)4 92 94 76 01
E-mail: HFsecretariat@escardio.org

ESC / Registration Department
Tel: +33 (0)4 92 94 76 12 - Fax : +33(0)4 92 94 76 10
E-mail: HFregistration@escardio.org

ESC / Scientific Department
Tel: +33 (0)4 92 94 35 11 - Fax : +33(0)4 92 94 76 20
E-mail: HFscientific@escardio.org

ESC/ Hotel Accommodation and Social Event
Tel: +33 (0)4 92 94 18 27 - Fax: +33(0)4 92 94 76 16
E-mail: HFhotel@escardio.org