



# Heart Failure 2012

BELGRADE SERBIA 19-22 MAY

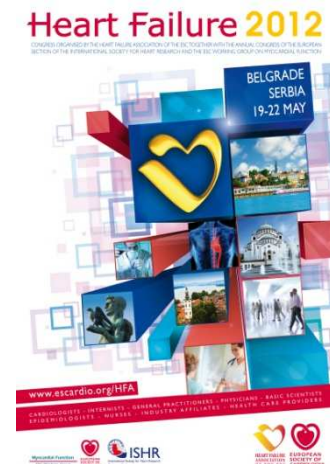


Dear Exhibitor,

This Update contains important logistical information concerning **Heart Failure 2012**. Therefore, please ensure this message and the Industry Guidelines are distributed to all your staff and agencies involved in this Congress.

All the stand service order forms are available on our partner web site:

<http://www.esceexhibition.org/HeartFailure2012/default.aspx>





# Heart Failure 2012

BELGRADE SERBIA 19-22 MAY



## **Contents:**

1. Access and Parking
2. Build up and Break down
3. Security
4. Delivery Address and Storage
5. Stand Service Orders
6. Exhibition Opening Hours
7. Exhibitors Registration and Badge Readers
8. Stand Design and Activities Approval
9. Important Reminders
10. Future ESC Congresses



# Heart Failure 2012

BELGRADE SERBIA 19-22 MAY



## 1. Access and Parking

Heart Failure 2012 will be held in the **Sava Centar – Congress Culture & Business Center**, Belgrade, Serbia.

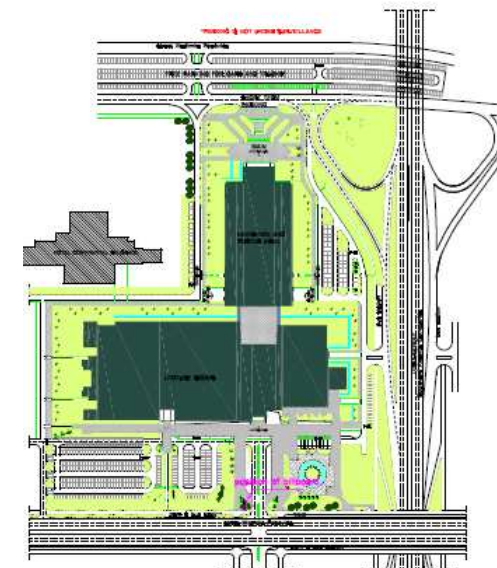
For more details, see the Access plan on:

<http://www.esceexhibition.org/HeartFailure2012/ESC%20Items/Loading%20Access%20Plan%20and%20Parking.pdf>

The exhibition is located on **Level 1** and vehicle access is via **street Vladimira Popovica**.

### Parking

Free parking for trucks and cars is available for the duration of the Congress opposite the main entrance (see access plan mentioned above).





# Heart Failure 2012

BELGRADE SERBIA 19-22 MAY



## 2. Build up and Break Down

Cars and forklifts cannot be driven into the exhibition hall. Always park your vehicle in the allotted space outside. Space is limited – as soon as you have unloaded, please move your vehicle away from the unloading area. On arrival, drivers should report to uniformed staff from **FAIREXX**, the Official ESC Logistics Provider, to obtain a Working Pass. This pass carries the name of the individual, company and booth number and needs to be carried at all times during the build up/break down.

### Build Up Timetable

<b>Thursday</b>	<b>17 May</b>	<b>08:00 – 20:00 Exhibition build-up</b>
<b>Friday</b>	<b>18 May</b>	<b>08:00 – 20:00 Exhibition build-up</b>
<b>Saturday</b>	<b>19 May</b>	<b>08:00 – 11:00 Stand decoration only</b> <b>11:00 hall inspection by the ESC</b>



# Heart Failure 2012

BELGRADE SERBIA 19-22 MAY



## Break Down Timetable

**Tuesday 22 May 08:30 – 12:30 Exhibition CLOSED (but sessions still running)**  
**13:00 – 24:00 Dismantling**

### **\*IMPORTANT - Please note\***

1) The limited dismantling time. Valuable may be removed on Monday evening (18:00 – 20:00) but stands must remain presentable and retain visuals until dismantling starts.

2) No dismantling before 13:00 on Tuesday 22 May.

3) Access is via the loading bay and is managed by Fairexx - It's vital you contact them to book your loading slot.



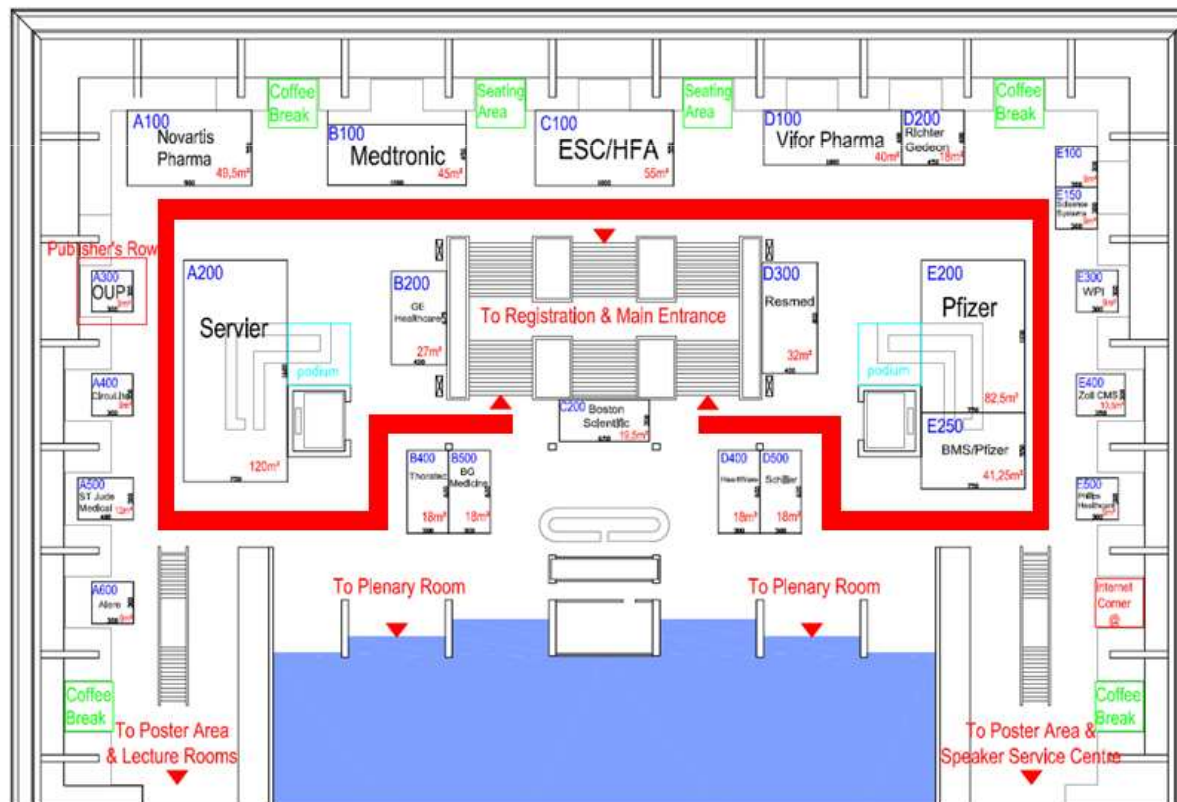
# Heart Failure 2012

BELGRADE SERBIA 19-22 MAY



## Freight Free Aisles

There is one main freight free aisle running through the exhibition. The route marked in red needs to be kept free of all goods and refuse **AT ALL TIMES** to enable fast access and exit from all areas of the Hall. See plan below for more details.







# Heart Failure 2012

BELGRADE SERBIA 19-22 MAY



## 3. Security

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

Therefore, it is important that each exhibitor secures his/her stand against the risk of theft. The Organisers will accept no responsibility for loss or theft from stands.

Security guards on your booth can be ordered directly from the Sava Centar, for more details please contact:

**Mr. Janko Tejic**

**Sava Centar, Congress Department**

Tel: +381 112 206 705

Fax: +381 112 206 081

Email: [j.tejic@savacentar.net](mailto:j.tejic@savacentar.net)



# Heart Failure 2012

BELGRADE SERBIA 19-22 MAY



## 4. Delivery Address and Storage

### **FAIREXX GmbH**

Marienstrasse 28

12207 Berlin

Germany

TEL +49 (0)30 44 03 47 13

FAX +49 (0)30 44 03 47 79

**Contact: Mr. Stefan Grunwaldt / [Stefan.grunwaldt@fairexx.com](mailto:Stefan.grunwaldt@fairexx.com)**

**On-site contact: Fairexx / Mr. Stefan Grunwaldt / +49 173 212 94 10**

**A shipping manual including documentation required for customs clearance is available online at [www.escehhibition.org/HeartFailure2012](http://www.escehhibition.org/HeartFailure2012)**

All Road-Groupage & Courier shipments are from EU-countries or those who are travelling with an ATA-Carnet that is already customs cleared at the German border.

This does not apply for shipments from NON-EU countries and without an ATA Carnet. These shipments will be consolidated at FAIREXX advanced warehouse in DE/Allershausen for delivery to Belgrade.







# Heart Failure 2012

BELGRADE SERBIA 19-22 MAY



## **Roadfreight/Direct - Deliveries (Full & half Loads)**

Full Trailer Loads should arrive directly at SAVA CENTAR-Beograd in accordance with the official Build-Up and Break-Down Dates and Times and slot numbers.

Venue Address: SAVA CENTAR BEOGRAD  
c/o FAIREXX GmbH  
Vladimira Popovica  
11070 Belgrade  
SERBIA

Contact: FAIREXX / Stefan Grunwaldt / Tel: +49 173 2129 410

Notify: HEART FAILURE 2012  
Exhibitor Name, Hall & Stand Number

For deliveries of semi & full loads during build up and dismantling, make sure you send a timeslot request form to Fairexx in order to schedule your trucks.

To ensure that reception of your shipment is managed, please fax or send by email a full pre-advice to FAIREXX:

**Attn. Stefan Grunwaldt**  
**Fax: +49 304 403 4779**  
**Email: [Stefan.grunwaldt@fairexx.com](mailto:Stefan.grunwaldt@fairexx.com)**

For more information, download the FAIREXX Manual from:

<http://www.esceexhibition.org/HeartFailure2012/Stand%20Services%20Download%20Area/Fairexx%20Manual.pdf>



# Heart Failure 2012

BELGRADE SERBIA 19-22 MAY



## 5. Stand Service Orders

In order to avoid any surcharges, please make sure you send your orders through to the Sava Centar well in advance. The deadline for stand services orders is **25 April 2012**.

All stand service forms are available on:

<http://www.esceexhibition.org/HeartFailure2012/default.aspx>

Should you require more details on the stand services, feel free to contact:

**Mr. Janko Tejic**

**Sava Centar, Congress Department**

Tel: +381 112 206 705

Fax: +381 112 206 081

Email: [j.tejic@savacentar.net](mailto:j.tejic@savacentar.net)



# Heart Failure 2012

BELGRADE SERBIA 19-22 MAY



## 6. Exhibition Opening Hours

<b>Saturday</b>	<b>19 May</b>	<b>12:00 – 21:00 Exhibition OPEN – All exhibits must be staffed</b> <b>18:00 – 19:15 Opening Ceremony</b> <b>19:15 – 21:00 Reception in the Exhibition Area</b>
<b>Sunday</b>	<b>20 May</b>	<b>09:00 – 18:00 Exhibition OPEN</b>
<b>Monday</b>	<b>21 May</b>	<b>09:00 – 18:00 Exhibition OPEN – Removal of valuables possible from 18:00 - 20:00</b>

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



# Heart Failure 2012

BELGRADE SERBIA 19-22 MAY



## 7. Exhibitors Registration and Badge Readers

The Exhibitors Registration Desk is situated **in the Registration Area** near the main entrance (Ground Floor).

The following services will be available:

- **Collection of Work Passes** (Also available from FAIREXX team in the Loading Area).
- **Collection of pre-ordered exhibitors' badges.**
- **Preparation and purchase of additional exhibitor badges.**
- **Distribution of "Green Stickers"** enabling fully registered participants to access the exhibition areas outside official opening hours.

Please note that employees of exhibiting companies will only gain access to the stand if they have an Exhibitor Badge. You should therefore not arrange to distribute exhibitor badges from the stand – make sure that everyone is aware of this restriction, as exceptions will not be made.

**NO BADGE = NO ACCESS TO EXHIBIT AREA**

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

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





# Heart Failure 2012

BELGRADE SERBIA 19-22 MAY



## Exhibitors Registration Opening Hours

<b>Thursday</b>	<b>17 May</b>	08:00 – 18:00
<b>Friday</b>	<b>18 May</b>	08:00 – 18:00
<b>Saturday</b>	<b>19 May</b>	08:00 – 18:30
<b>Sunday</b>	<b>20 May</b>	08:00 – 18:00
<b>Monday</b>	<b>21 May</b>	08:00 – 18:00
<b>Tuesday</b>	<b>22 May</b>	10:00 – 17:00

## Exhibitor Badge Orders

Please note that you can choose how your free badges are inscribed: Company name, individual name or both.

The Badge Order Form is available on:

<http://www.esceexhibition.org/HeartFailure2012/default.aspx>

Deadline for sending badge orders: **20 April 2012.**

Email: [HFexhibition@escardio.org](mailto:HFexhibition@escardio.org)



# Heart Failure 2012

BELGRADE SERBIA 19-22 MAY



## Badge Readers

Recording a prospective customer's information can be done by using the Heart Failure 2012 Badge Readers. For more information, please download the following information forms on:

<http://www.escexhibition.org/HeartFailure2012/default.aspx>

- **key4lead Advanced Badge Reader**
- **Key4lead Classic Badge Reader**



To place your order, please go to the web portal available below:

<http://portal.key4events.com/event/hf2012?code=317ae2>

If you should require more details on badge readers, feel free to contact:

**key4events**

Email: [key4lead@key4events.com](mailto:key4lead@key4events.com)





# Heart Failure 2012

BELGRADE SERBIA 19-22 MAY



## 8. Stand Design and Activities Approval

### Stand Drawings and Designs

Each stand design needs to be approved by the ESC and Sava Centar. Stands that have not been approved in writing or that do not correspond to approved drawings will have to be corrected at the exhibitor's expense.

### Stand Give Aways and Activities

All stand give aways and activities need to be approved by the ESC. Please fill in the Stand Activity form available on <http://www.esceexhibition.org/HeartFailure2012/default.aspx> and send it back to us **before 9 April 2012**.



# Heart Failure 2012

BELGRADE SERBIA 19-22 MAY



## **9. Important Reminders**

### **Payment**

Please note that payment for stand rental must be made in full before the event.

### **Smoking**

Smoking is strictly forbidden anywhere in the building.

### **Alcohol**

Exhibitors must not serve any alcoholic beverages from the stand.



# Heart Failure 2012

BELGRADE SERBIA 19-22 MAY

## Catering

Please note that it is not allowed to take food and/or drinks into the building or to keep them on the premises unless ordered through :

**Sava Centar**

**Ms. Zorica Kovacevic**

Fax: +381 112 206 074

Email: [z.kovacevic@savacentar.net](mailto:z.kovacevic@savacentar.net)

For more details or to order, visit the following link:

<http://www.esceexhibition.org/HeartFailure2012/Stand%20Services%20Download%20Area/Catering%20Order%20Form.pdf>

## Distribution of promotional material, directions etc. from the stand

Distribution and/or display of printed material by industries and/or its agents is limited to the company's exhibition space only or the "Information Tables", which will be specifically set up for that purpose and marked as such.

## Industry Debrief Meeting

A post congress meeting will be held on **Monday 21 May**. Location and time to be announced. This meeting will allow you to provide feedback on the event.



# Heart Failure 2012

BELGRADE SERBIA 19-22 MAY



## 10. Future ESC Congresses

<b>ESC Congress 2012</b>	<b>Munich</b>	<b>25 – 29 August 2012</b>
<b>Acute Cardiac Care 2012</b>	<b>Istanbul</b>	<b>20 – 22 October 2012</b>
<b>Euroecho 2012 &amp; other imaging modalities</b>	<b>Athens</b>	<b>5 – 8 December 2012</b>

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

[HFexhibition@escardio.org](mailto:HFexhibition@escardio.org) or +33 4 92 94 86 83.

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