



Nuclear Cardiology and Cardiac CT

5-8 May 2013 - Berlin, Germany

Organised in conjunction with the American Society of Nuclear Cardiology, the European Association of Nuclear Medicine and the European Society of Cardiology Working Group on Nuclear Cardiology and Cardiac CT

Dear Exhibitor,

This Update contains important logistical information concerning **ICNC11**. 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 and the Industry Guidelines are available on the following site:

<http://www.essexhibition.org/ICNC11/default.aspx>





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1. Access and Parking

ICNC11 will be held in the **Berliner Congress Center, Berlin, Germany.**

The exhibition is situated on ground floor, **Level B – Exhibition Area, B01 and B02** of the Berliner Congress Center.

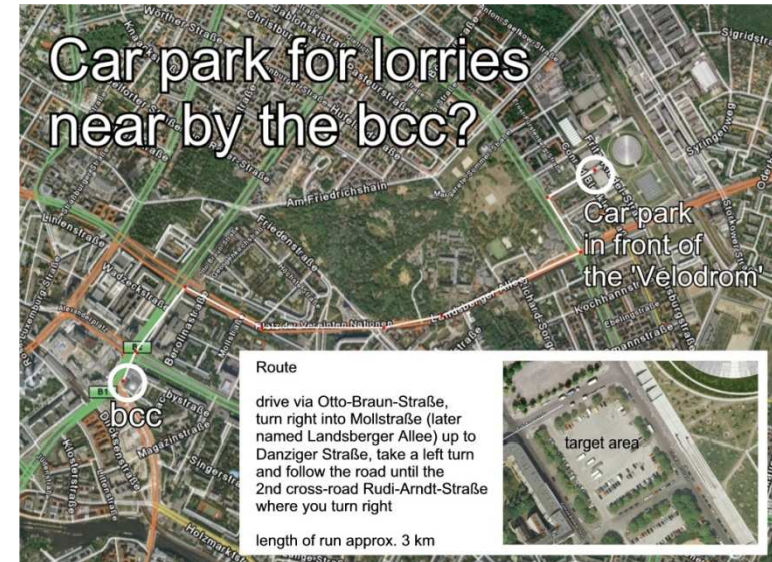
Parking

Trucks and cars can be parked for the duration of the congress in the following areas:

- **Trucks:** Park in front of the “Velodrome”
- **Cars:** Several car parks around BCC

For more details, see the Access plan on:

<http://www.esceexhibition.org/ICNC11/exhibition/default.aspx>



Click for larger image





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2. Build up and Break Down

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



Build Up Timetable

Friday	03 May	10:00 – 18:00	Exhibition build-up
Saturday	04 May	08:00 – 18:00	Exhibition build-up
Sunday	05 May	08:00 – 12:00	Exhibition build-up
		12:00 – 13:00	Decoration Only
		13:00 – 15:00	ESC inspection and Briefing meetings on stands



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Break Down Timetable

Wednesday	08 May	08:30 – 15:00	Exhibition OPEN
		16:00 – 24:00	Dismantling

IMPORTANT:

No dismantling before 16:00 Wednesday 8 May. If valuables are removed on Tuesday evening, stands must be presentable & retain visuals until dismantling starts.

Please note:

- 1) The limited dismantling time.
- 2) The Exhibition is OPEN on Wednesday until 15:00.

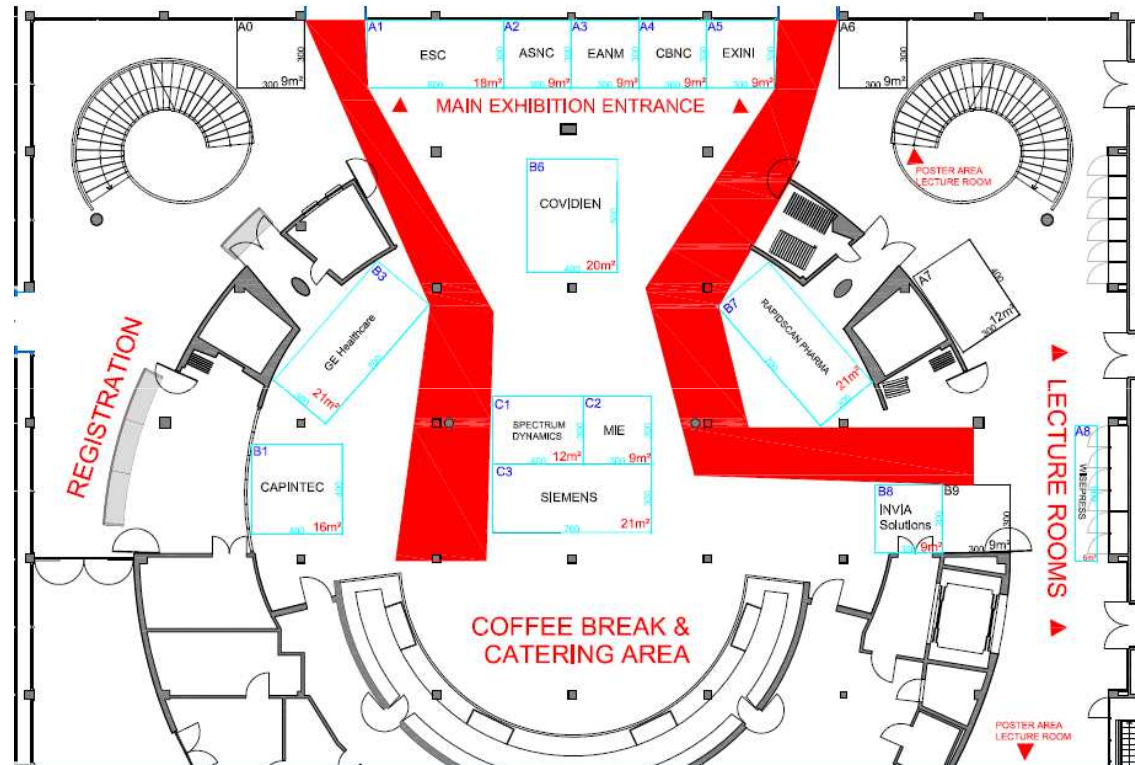




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Freight Free Aisle

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



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3. Security

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

Each Exhibitor is responsible for the security of their stand and exhibit. Exhibitors are recommended to pay close attention to the 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. Particular attention should be paid to goods awaiting collection at the end of the Congress. The ESC accepts no responsibility for goods stolen from exhibits.

The ESC may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of ICNC11, or who refuses to comply with the local safety rules.

Security services on your booth can be ordered directly through our local agent, for more details please contact:

Berliner Congress Center Exhibitor Services

Ms. Pia Wilm

Tel: +49 302 380 6833

Fax: +49 302 380 6844

Email: exhibitor@bbc-berlin.de



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4. Delivery Address and Storage

Official Forwarder and Lifter for ICNC11:

FAIREXX Logistics

Contact: **Mr. Stefan Grunwaldt**

Tel: +49 304 403 4713

Fax: +49 304 403 4779

Email: stefan.grunwaldt@fairexx.de

Airfreight (Consignee Address):

FAIREXX – Logistics for Exhibitions GmbH

Marienstrasse 28

12207 Berlin, GERMANY

Tel.: +49-30-44 03 47 10

Notify: ICNC 2013 / Exhibitors Name/ Stand Number

Your airfreight shipments should arrive at Berlin airport no later than **25 April 2013.**



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4. Delivery Address and Storage

Groupage Shipment (Warehouse Address):

FAIREXX - Logistics for Exhibitions GmbH

Kesselbodenstr. 34

85391 Allershausen, Germany

Tel.: +49 8166 998 04 11

Notify: ICNC 2013 / Exhibitors Name
Hall / Stand Number

Your groupage shipments should arrive at our warehouse no later than **26 April 2013.**



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4. Delivery Address and Storage

Full Trailer Loads (Venue Address):

BCC Berlin (Berliner Congress Center)
for ICNC 2013 c/o Fairexx Logistics
Alexanderstr. 11
10178 Berlin, Germany
Contact Florian Wallmann / +49 173 214 53 02

Notify: ICNC 2013 / Exhibitors Name
Hall / Stand Number

Full Trailer Loads should arrive directly at fairsite Berlin (BCC), in accordance with the official Build-Up Dates and Times.

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

Attn. Florian Wallmann
Fax: +49 304 403 4779

For more information, download the FAIREXX Manual from:

www.esceexhibition.org/ICNC11/exhibition



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5. Stand Service Orders

In order to avoid any surcharges, please make sure you make your orders reach the Berliner Congress Center **before the 19th April 2013**.

Stand services catalogue and order forms are available on our web site:
<http://www.escehhibition.org/icnc11/exhibition/default.aspx>

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

Berliner Congress Center - Exhibitor Services

Ms. Pia Wilm

Tel: +49 302 380 6833

Fax: +49 302 380 6844

Email: exhibitor@bbc-berlin.de



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6. Exhibition Opening Hours

Exhibition Build Up:

Friday	03 May	10:00 – 18:00	Exhibition build-up
Saturday	04 May	08:00 – 18:00	Exhibition build-up
Sunday	05 May	08:00 – 12:00	Exhibition build-up
		12:00 – 13:00	Decoration Only
		13:00 – 15:00	ESC inspection and Briefing meetings on stands

Exhibition Opening Hours:

Sunday	05 May	15:00 – 19:00	Exhibition OPEN
		17:30 – 19:00	Opening Reception in the exhibition area
Monday	06 May	08:30 – 18:00	Exhibition OPEN
Tuesday	07 May	08:30 – 18:00	Exhibition OPEN
Wednesday	08 May	08:30 – 15:00	Exhibition OPEN

Dismantling:

Wednesday	08 May	08:30 – 15:00	Exhibition OPEN
		16:00 – 24:00	Dismantling

Outside of the exhibition opening hours, delegates will pass through the exhibition to access the lecture rooms. Exhibitors should therefore take all reasonable precautions to protect valuables on their stand.

All exhibiting staff must wear an Official ICNC11 badge at all times within the venue.



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7. Exhibitors Registration

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 are not permitted.

Stand size between	Number of Free General Exhibitor Badges	Number of Free Scientific exhibitor Badges
9 and 49m ²	4	4
50 and 99m ²	8	8

IMPORTANT:

Exhibitor badges are reserved for staff working directly in the organisation and management of stands, satellite symposia and sponsored activities.

General Exhibitor badges do not give access to the Scientific Sessions.

Each exhibitor is entitled to a defined number of Scientific Exhibitor Badges which will enable the bearer to access the Scientific Sessions of ICNC11.

Please note that exhibitor badges (general & scientific) do not give entitlement to a certificate of attendance.

Send your order at ICNCregistration@escardio.org (deadline April 3rd)



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7. Exhibitors Registration

The Exhibitors Registration Desk is situated **in the Registration Area** (Level B – B01.1).

Exhibitors Registration Opening Hours:

Friday 03 May	08:00 – 18:00
Saturday 04 May	08:00 – 18:00
Sunday 05 May	07:30 – 17:30
Monday 06 May	07:30 – 17:30
Tuesday 07 May	07:30 – 17:30
Wednesday 08 May	09:30 – 12:30

Additional Exhibitor Badges:

During the congress, only additional general exhibitors badges can be purchased. It will not be possible to buy any additional scientific badges or to do a name change on the badges already printed (please indicate each person's name on your order). The price of the extra badges will be **€55.01** per badge (VAT included). Credit card payments and cash in Euro only will be accepted.

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. To this end, Working Passes will be given out at the Exhibitor Registration desk and at the lorry unloading area 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.



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Badge Readers

Recording a prospective customer's information can be done by using the ICNC11 Badge Readers. For more information, please download the following information forms:

- **LENI Classic Badge Reader:**



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

<http://www.events-eurodocument.com/icnc2013/eng/prestation.php?category=1003>

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

Email: MBuisson@eurodocument.com



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8. Stand Design and Activities Approval

Stand Drawings and Designs:

- 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.
- ICNC11 Secretariat 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 Giveaways and Activities:

Please inform the ESC of your planned Stand Activity and Giveaways by sending the Stand Activity form available on:

<http://www.escexhibition.org/ICNC11/exhibition/>

Please note that stand activities should adhere to the rules stated in the Guidelines and can be stopped on-site if judged inappropriate



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Catering:

Please note that it is forbidden to take food and/or drinks into the building or to keep them on the premises unless ordered through the venue's caterer: exhibitor@bcc-berlin.de

The Berliner Congress Center 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.

Catering services must make sure that the rules and regulations laid down by the German authorities are observed. However, Exhibitors are allowed to establish serving areas at their stand, but only after approval by and according to specifications laid down by the local caterer.

Exhibitors are allowed to hand out food and beverage samples of their own products under conditions. Under no circumstances will the exhibitors be allowed to sell food or beverages from their stand. All food & drink offered in the exhibition must be arranged via the official caterer.



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9. Important Reminders

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.

Payment

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

Smoking

Smoking is strictly forbidden anywhere in the building.

Alcohol

Exhibitors must not serve any alcoholic beverages from the stand.



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10. Future ESC Congresses

- Heart Failure 2013 25 - 28 May 2013 , Lisbon - Portugal
- EHRA Europace 2013 23 – 26 June 2013, Athens - Greece
- ESC Congress 2013 31 August – 4 Sept. 2013, Amsterdam – The Netherlands
- Acute Cardiac Care 2013 12 – 14 October 2013, Madrid – Spain
- Euroecho & other imaging modalities 2013 11 – 14 December 2013, Istanbul - Turkey

If you have any questions about the Exhibition at ICNC11, please contact:

ICNCservices@escardio.org or **+33 4 92 94 77 55**.

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