



UPDATE MESSAGE

Dear Industry Partner,

This document contains important logistical information concerning the exhibition at ICNC 12, Nuclear Cardiology and Cardiac CT.

Therefore, please ensure this message and the Guidelines for Industry Participation are distributed to all your staff and agencies involved in this Congress.

Both documents are available on:

<http://www.escehhibition.org/ICNC12/default.aspx>

Should you need to contact me on site please use the following number: Mrs. Abir Ghorab - **Tel: +34 600 906 059**





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1. Access

ICNC 12 will be held in the Hotel Auditorium & Principe Felipe Conference Centre, Madrid, Spain.

The exhibition is located on the ground floor.



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

Do not forget to book the time slot for your trucks arrival. Timeslot Request available here: <http://www.escehhibition.org/ICNC12/default.aspx>

For more details, see venue floor plan, the loading access plan and the information on how to get there: <http://www.escehhibition.org/ICNC12/default.aspx>

Parking:

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:

<http://www.escehhibition.org/ICNC12/ESC%20Items/Car%20Parking%20Information.pdf>



**NUCLEAR
CARDIOLOGY
AND CARDIAC CT**

www.icnc12.org



2. Build up and Break Down

Build up and Break Down Schedule

Exhibition Build Up:

- Saturday 02 May 08.00 – 13.00 **Exhibition build-up – For self built stands only**
 13.00 – 18.30 **Exhibition build-up – For all stands**
 18.30 – 19.00 **Stand decoration only**
- Sunday 03 May 08.00 – 19.00 **ESC inspection** – Staff briefing can be hold on the stands

Dismantling: NO DISMANTLING BEFORE TUESDAY 05 MAY 13.00

- Tuesday 05 May 13:00 – 20:00 **Exhibition dismantling**

Important Information on Build up and Break Down

- **Stand packages ordered from the official stand supplier, EXPOSYSTEM** will be ready for decoration and set up **on Saturday 02 May 13.00.**

- All construction must be completed imperatively by **18:30 on Saturday 02 May** for cleaning of the aisles. Any packing cases still left in the aisles will be removed at the exhibitor's expense.

- **No dismantling before 13.00 on Tuesday 05 May.**

- **Exhibitors who have stand package** should remove all personal items from the stand by **Tuesday 05 May 15.00.** All remaining material will be considered as rubbish.



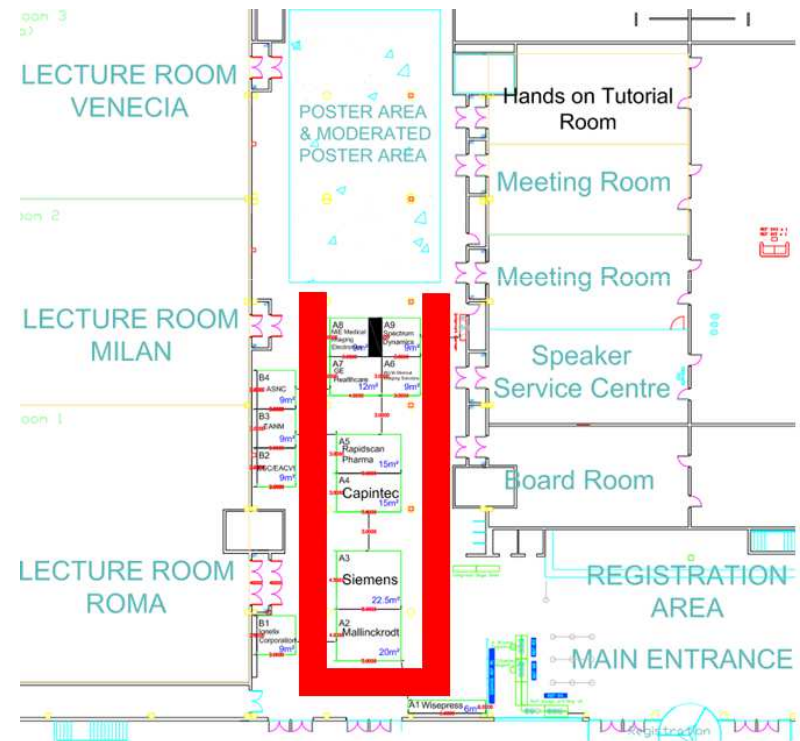
Freight Free Aisles:

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 visitor’s aisles.

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 attached for more details.





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.

Security services can be ordered from the Hotel Auditorium. Please contact Ms. Cristina Edigo for your order: cristina.egido@hotelauditorium.com

The ESC may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of ICNC 12, or who refuses to comply with the local safety rules.



4. Cleaning and Waste

Exhibitors are responsible for the cleaning of their own exhibit and the disposal of waste generated before and after the event.

Exhibitors should manage (contract and pay for) their waste removal and stand cleaning through the official supplier.

Waste Management order form is available in the stand supplier's catalogue here:

<http://www.essexhibition.org/ICNC12/ESC%20Items/Cleaning%20and%20Waste%20Disposal%20Order%20form.pdf>

Unattended rubbish left in aisles straight before the opening of the exhibition will be removed at the Exhibitor's expenses.



5. Delivery Address and Storage

Within the limits of the Hotel Auditorium, Fairexx and its agents act with the authority of ESC on its behalf in matters concerning vehicle logistics & security, freight forwarding, freight lifting and storage of goods.

Fairexx arranges all storage and forwarding for the ICNC 12.

More details on shipments and deadlines are available in the Fairexx Manual on:
<http://www.escehhibition.org/ICNC12/default.aspx>

For any question, you can contact

Mr. Florian Wallmann

Tel: +49 304 403 47 79

Email: Florian.Wallmann@fairexx.com



6. Stand Services

Should you need assistance with regards the following topics, please contact the appropriate person.

-Stand structure - incl. stand package, furniture, plants/flowers, carpet/flooring and electricity please contact:

Mr. Alfonso Jr. - icnc12setup@exposistem.com

-AV equipments, Internet connection, Cleaning & Waste, Security guards and Catering please contact:

Ms. Cristina Edigo : cristina.egido@hotelauditorium.com

- Hostess, please contact: Mrs. Elsa Schwarz - elsa.schwarz@expertus.es

Important

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 official caterer.



7. Exhibition Opening Hours

- Sunday 03 May 09.00 – 20.00 **Exhibition OPEN**
 - 10.00 – 11.00 Coffee Break *
 - 12.30 – 14.00 Lunch Break
 - 15.30 – 16.15 Coffee Break*
 - 18.00 – 19.00 Inaugural Session
 - 19.00 – 20.00 Networking Reception in the Exhibition

- Monday 04 May 08.30 – 18.00 **Exhibition OPEN**
 - 10.00 – 11.00 Coffee Break *
 - 12.30 – 14.00 Lunch Break
 - 15.30 – 16.30 Coffee Break*

- Tuesday 05 May 08.30 – 12.30 **Exhibition OPEN**
 - 10.00 – 11.00 Coffee Break *

* Free coffee will be served in the Exhibition and Poster Areas

Important

All exhibiting staff must wear an Official ICNC12 badge at all times within the venue.



8. Exhibitor 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 will not be produced or allowed.

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

Exhibitor badges are reserved for staff working directly in the organisation and management of exhibits, industry sponsored sessions and sponsored activities.

- **General Exhibitor badges do not give access** to ICNC12 Scientific Sessions.
- **Scientific Exhibitor Badges** give access to the Scientific Sessions of ICNC12.

Neither badge entitles the holder to get a congress bag nor a certificate of attendance.



Exhibitor Badge Orders:

For your badge orders please contact the registration team: icncregistration@escardio.org

Additional Exhibitor Badges :

If the number of free Exhibitor badges is insufficient, only General Exhibitor Badges may be purchased on-site at a price of **€35.54** per badge, **excl. VAT.**

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 loading area during stand construction and dismantling times by Fairexx. Registered Exhibitors may also gain entrance to the Exhibition hall during installation and dismantling times by showing their Exhibitor badge at the entrances.

Exhibitor Registration Opening Hours:

- | | |
|------------------|---------------|
| - Sunday 03 May | 07.30 – 18.00 |
| - Monday 04 May | 07.30 – 18.30 |
| - Tuesday 05 May | 07.30 – 12.30 |



9. Badge Readers

Recording a prospective customer's information can be done by using a Badge Readers.



For more details, please consult the following web site:

<http://www.escehhibition.org/ICNC12/default.aspx>





10. Stand Design and Activity Approval

Stand Drawings and Designs:

- **Stand drawings can be deemed approved for construction only once written approval has been secured from the ESC.**
- 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.

Stand Activities & Items for distribution:

- Please ensure that you have declared to ESC your planned stand activity and items for distribution by sending your stand activity acknowledgment form.
- 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.
- **Please note that stand activities should adhere to the rules stated in the Guidelines for Industry Participation.**



11. 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 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.

Insurance:

All exhibitors must send a copy of their insurance certificate to the organisers (icncservices@escardio.org) **at least 10 days before** the opening of the