



# 7<sup>th</sup> International Conference of Nuclear Cardiology

Lisbon, Portugal  
8-11 MAY 2005

**INDUSTRY  
GUIDELINES**



organised in conjunction with



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## Section 1 – General Information

### **VENUE**

Lisbon Congress Centre  
Praça das Industrias  
1300-307 Lisbon  
Portugal  
Website: [www.lisboacc.pt](http://www.lisboacc.pt)

### **DATES**

<b>Saturday, 7 May</b>	<b>08:00 – 22:00: Exhibition build-up</b>
<b>Sunday, 8 May</b>	<b>08:00 – 12:00: Exhibition build-up</b>
	<b>12:00 – 16:00: Decoration only</b>
	<b>16:30 – 17:45: Opening Ceremony</b>
	<b>17:45 – 18:30: Opening Reception in the exhibition area</b>
<b>Monday, 9 May</b>	<b>08:00 – 18:00: Exhibition open</b>
<b>Tuesday, 10 May</b>	<b>08:00 – 18:00: Exhibition open</b>
<b>Wednesday, 11 May</b>	<b>08:00 – 16:00: Exhibition open</b>
	<b>16:00 – 24:00: Exhibition dismantling</b>

### **LANGUAGE**

English

### **ADDRESSES and CONTACTS**

FOR GENERAL INFORMATION, EXHIBITION, ABSTRACTS, HOTELS AND REGISTRATION PLEASE CONTACT:

ICNC7 SECRETARIAT  
2035, Route des Colles  
Les Templiers  
B.P. 179  
F-06903 SOPHIA ANTIPOLIS CEDEX  
France  
Tel.: +33 (0)4 92 94 86 80  
Fax: +33 (0)4 92 94 86 81  
Email:  
[icnc@escardio.org](mailto:icnc@escardio.org) for general information  
[icnhousing@kit-group.org](mailto:icnhousing@kit-group.org) for hotel information  
[icncregistration@escardio.org](mailto:icncregistration@escardio.org) for registration information  
[icncscientific@escardio.org](mailto:icncscientific@escardio.org) for abstract and scientific information  
[icncexhibition@escardio.org](mailto:icncexhibition@escardio.org) for sponsorship, exhibition

For information regarding:

- Decoration and Equipment
- Order of Schell Scheme Stands And Equipment
- Technical Services Such As Electricity & Telecommunications

See Exhibition & Industry Partners Website: [www.ESCexhibition.org](http://www.ESCexhibition.org)

Concerning:

- The Building
- Technical aspects of the exhibition and ordering of extra equipment for stands
- Order of personalised stand

Please contact the Building:

Mrs Evelise Dominguez  
Lisbon Congress Centre  
Praça das Indústrias  
1300 – 307 Lisbon  
Portugal  
Tel: +351 213 601 400/1  
[evelised@aip.pt](mailto:evelised@aip.pt)

## ***TERMINOLOGY***

This guide has been written by the Organiser. 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:

- City:** Lisbon
- Building:** Lisbon Congress Centre (LCC)
- 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.
- Organisers:** ICNC 7 Secretariat
- ICNC 7:** The 7<sup>th</sup> International Conference of Nuclear Cardiology

## ***EXHIBITION TIME SCHEDULE***

- Stand construction should be finished on Sunday 8 May at 12:00 at the latest.
- All packing material that is to be retained (e.g. for re-use) should be cleared from the Building by 12:00 on Sunday 8 May. After this time any materials left in the aisles will be cleared by the organisers and destroyed. The Organiser accepts no liability for the packing material not removed in due time.
- Stand personnel with exhibitor badges can enter the Building at 07:45 each morning from May 9 to May 11, 2005.
- ICNC 7 Secretariat will have an office (Organisers Office) in the Building from Friday 6 May until Wednesday 11 May.

## **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 April 1st 2005:**

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

<b>Stand size between:</b>	<b>Number of Free Badges:</b>
9 and 49 m <sup>2</sup>	8
50 and 99 m <sup>2</sup>	16
100+ m <sup>2</sup>	24

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**Exhibitor badges will give access to the scientific sessions when space is available.  
To be sure of having a seat in the lecture a full registration is recommended.**

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### **Free Exhibitor Badges with Company or Individual name (refer to the above chart):**

Note you now have the choice of how your free badges are inscribed. Please indicate when you send your email for the badges the number of company only badges you wish to receive and the number of individual badges you wish to receive (please indicate the person's name using the Badge order form, see ICNC7 page on [www.ESCexhibition.org](http://www.ESCexhibition.org)).

### **Additional Exhibitor Badges:**

If the number of free Exhibitor badges is insufficient, extra badges may be purchased at a price of **€32.77** per badge plus VAT.

### **Work Passes:**

In the interest of security only those individuals directly responsible for the erection 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 Exhibitor Registration desk and 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.

## **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 the Organiser by email **before 7 February 2005.**

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

## **SURVEILLANCE & SECURITY**

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

The Exhibitor shall be responsible for the surveillance of his stand and exhibits. Exhibitors are recommended to pay closer 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. The Organiser accepts no responsibility for goods stolen from exhibits. Security services can be ordered through The Building, see [www.ESCexhibition.org](http://www.ESCexhibition.org).

The Organiser may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of ICNC 7, or who refuses to comply with the local safety rules.

It is recommended to be on the booth at the opening of the building.

## **INSURANCE**

While on the premises, exhibition goods and packaging materials shall be insured at the expense and risk of the Exhibitor. **Neither the Building nor the Organiser** 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 and against any claims which may be made by third parties, e.g. the Building, the City and/or their insurers, in respect of injury or damage sustained in any way whatsoever inside or outside the Building.

A copy of this insurance, or proof of adequate cover, must either be sent to the Organiser **before 15 March 2005**, or be available for inspection on-site.

## **SAFETY COMMITTEE**

**As stated in Section 2 – Technical Guidelines – all companies must send detailed stand drawings to the Organisers before 3 March 2005.**

All stands must be finished by 12:00 Sunday 8 May 2005. The exhibitors or their qualified representative must be at their stand during this inspection and must be able to supply all information and certificates concerning equipment and materials used.

The decisions taken by the administrative authority, on the Committee's opinion during its inspection visit, can go as far as preventing the stand from opening, and must be carried out immediately.

The Building and the organiser refuse to accept any responsibility if the Safety Committee or responsible authority decides to close a stand because the exhibitor has not respected the safety rules.

## **SHIPPING INFORMATION**

Official Forwarder and Lifter for ICNC 7:

Fairexx Logistics for Exhibitions  
Contact: Ms. Sandra Günther  
Tel: + 49 30 4403 4712  
Mobile phone: + 49173 609 25 83  
Fax: + 49 30 44 03 4779  
E-mail: [sandra.guenther@fairexx.de](mailto:sandra.guenther@fairexx.de)  
Web: [www.fairexx.de](http://www.fairexx.de)

**Goods arriving by trailer during the official build-up period should report directly to:**

**Centro de Congressos de Lisboa  
C/O FAIREXX Logistics for Exhibition  
Rua da Junqueira  
1300 Lisboa / Portugal**

**Notify "ICNC7", "Exhibitor's name" "Hall and stand N°"**

**Airfreight/Roadfreight shipments should be addressed as below:**

Airfreight shipments should be consigned to:

RNTRANS Actividades Transitarias S.A.

c/o FAIREXX GmbH

Lisbon - Airport / Portugal

notify: Exhibitor / Hall / Stand-N°

Roadfreight-consol shipments should be consigned to:

RNTRANS Warehouse

c/o FAIREXX GmbH

Rua Pereira Henriques Nr. 5

Poco do Bispo

1900-790 Lisbon / Portugal

notify: Exhibitor / Hall / Stand-N°

**For both - roadfreight and airfreight a pre-alert in advance**

incl. all details (truck-n°s / flight-n°s / arrivals) is urgently

required and must be send to:

FAIREXX GmbH - Berlin

Fax: +49-30-4403 4779

or

mail: [sandra.guenther@fairexx.de](mailto:sandra.guenther@fairexx.de)  
[stefan.grunwaldt@fairexx.de](mailto:stefan.grunwaldt@fairexx.de)

Parcels forwarded by the exhibitors before the opening of an exhibition cannot be accepted by the Building and should be sent to the airfreight address above. These parcels must be sent back at the latest within 48 hours after the end of the event. The Building refuses to accept any responsibility for them.



Please note you are responsible for carrying your parcels directly to your stand then back to your truck at the end of the event. The official freight forwarders, Fairexx, can help you achieve this; you may also hire manpower (see order form online at [www.ESCexhibition.org](http://www.ESCexhibition.org)).

## **GOODS ENTRANCE**

All materials for Hall 4 should be unloaded at the loading dock in Rua da Junqueira. (Please refer to enclosure "Plan for Delivery/Unloading")

## **TRAFFIC CONTROL**

Please instruct your drivers to line up on Rua da Junqueira to wait their turn to unload at loading dock in Rua da Junqueira.

## **STAND ACTIVITIES, HOSPITALITY AND PUBLICITY**

**I)** The ICNC7 SECRETARIAT has adopted a policy which limits industry sponsored entertainment, lunches, seminars or other formal gatherings. Without the specific approval of ICNC7 SECRETARIAT, companies should not organise such events during the 2 days before ICNC 7, during ICNC 7 itself or during the two days immediately after ICNC 7 (i.e. 06/05/05 to 13/05/05) if you do plan any such events please consult the ICNC7 SECRETARIAT.

**II)** 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 ICNC7 SECRETARIAT prior to ICNC 7. Failure to do so may result in the exhibitors being obliged, at their own expense, to discontinue any such activity on-site.

**III)** 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 ICNC7 SECRETARIAT judges that a disturbance is being caused, the Exhibitor is to halt the activity immediately. If this is not done, ICNC7 SECRETARIAT reserves the right to make the necessary arrangements at the expense of the Exhibitor.

**IV)** The European Society of Cardiology has appointed an Audio-Visual Committee, which supervises audio-visual activities. All audio-visual activities require the written permission of ICNC7 SECRETARIAT, if you intend to organise any audio-visual activity please ask ICNC7 SECRETARIAT for the details of this policy.

**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 ICNC7 SECRETARIAT. Participation can be 'rewarded' with a prize. However, the prize should be the same for everybody. 'Drawing winners' is not allowed. Maximum retail value may not exceed €5. If the prize is a 'medical information carrier' such as a medical text book, a CD-ROM, a tape, a slide set, USB memory stick etc., the maximum retail value may not exceed €50. Such prizes must be approved by ICNC7 SECRETARIAT. Submit statement of value and image to [ICNCexhibition@escardio.org](mailto:ICNCexhibition@escardio.org) before 21 March 2005.

**VI)** 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 ICNC7 SECRETARIAT. The distribution of give-aways should be low profile and should in no way overshadow the main activity of the stand.

**Please inform the ICNC7 SECRETARIAT [icncexhibition@escardio.org](mailto:icncexhibition@escardio.org) of your planned Stand Activity and Give Aways, before 21 March 2005.**

**VII)** 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.

**VIII)** "Special effect" lights, laser, sound & video projection on the stand will be allowed with written permission of ICNC7 SECRETARIAT.

**IX)** Exhibitors are not allowed:

- To erect or use names or trade marks which may be misleading or cause hindrance to the Exhibitors at the other stands or to visitors to ICNC 7;
- 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.

**X)** The site assigned to the Exhibitor shall be staffed during the opening hours of the exhibition as well as during the construction and the dismantling and removal of the stand. The Exhibitor shall make sure that either he himself or a person authorised by him is present at the site at all times.

**XI)** The use of the names of the European Society of Cardiology (ESC), European Association of Nuclear Medicine (EANM), American Society of Cardiology (ASNC), ICNC 7, 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 ICNC7 SECRETARIAT.

The only exception is that Exhibitors may refer to ICNC 7 as "**ICNC 7, the 7th International Conference of Nuclear Cardiology**".

**XII)** Exhibitors or their agencies are not allowed to reproduce texts, drawings or graphics that have been specially produced by ICNC7 SECRETARIAT for use in publications such as the Final Programme or the Abstract Book.

**XIII)** None of the exhibits may be photographed or filmed without the permission of the relevant Exhibitor. ICNC7 SECRETARIAT 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.

**XIV)** The Exhibitor is entitled to photograph or film his own exhibit during exhibition hours. Permission must be gained in writing from all persons filmed if the film is to be reproduced in any form and/or broadcast.

## **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 the Building. See [www.ESCexhibition.org](http://www.ESCexhibition.org).

## **SMOKING**

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

## **ALCOHOL**

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

## **CUSTOMS, TAXES AND DUTIES**

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

## **CHILDREN**

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

## **Section 2 – Technical Guidelines**

**Important Notice: All Exhibitors must submit a detailed stand drawing to the Organiser before 3 March 2005. Without the written approval of the Organiser no stand can be built. If you will be hiring a stand system from the Building please send us details.**

## **EXHIBITION AREA**

The exhibition accompanying ICNC 7 will be in the Lisbon Congress Centre  
If unsure about your stand space, please contact: [icncexhibition@escardio.org](mailto:icncexhibition@escardio.org)  
Floor plan upon request.

Exhibition Floor material is granite.

## **GENERAL**

The Organiser will hire out the stand as 'SPACE ONLY', which means that the stand site will be rented out without any prefabricated walls, installations, furniture, electricity, carpet and furnishings, or any other technical supplies and facilities. The Exhibitor shall personally take care of the set-up and installation of the stand (which means carpet, walls (if needed or prescribed), furniture, electricity etc.

The price of 'SPACE ONLY' is € 345 per m<sup>2</sup>.

A reduced rate of € 230 per m<sup>2</sup> is offered to publishers, booksellers and journals.

Minimum stand size is 9 m<sup>2</sup>.

**For companies organising a Satellite Symposium, a stand of 9 m<sup>2</sup> is mandatory.**

Exhibitors who will need to rent a standard exhibit stand module are advised to use the services of the building. See Order Form online at [www.ESCexhibition.org](http://www.ESCexhibition.org), selecting the ICNC7 page.

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, and columns. The Organiser does not accept responsibility for the detailed accuracy of the floor plans provided for Exhibitors' reference.

Each stand will be numbered by the Organiser.

Motorised vehicles and hand trolleys are or are not admitted within the Exhibition areas during build-up or dismantling periods or at any stage during ICNC 7.

Please ensure adequate means to transport your exhibit materials into the building and to the stand or order these services from the official freight forwarder. **IMPORTANT: Note the exhibition is on the first floor of the Building and goods access is via one lift, volume approx 8m<sup>3</sup>.**

## **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 the Organiser **before 3 March 2005**. The drawings shall clearly indicate the planned layout, dimensions equipment and furnishing of the stand, including the inscriptions. Also indicated must be the location of power outlets, electricity cables as well as telephone installations.

Only with the written approval of the Organiser shall the stand drawings be deemed released for construction.

The (standard) maximum height of stand constructions is 2.5 metres. If you wish to build higher than this, please request in writing from the Organiser. Permission will be given based on physical constraints, stand area rented and Organiser's policy.

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 the Organiser, this agreement has to be approved of by the Organiser. Please note that all in-line 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 stands 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 stopped.

The stand floor must be adequately covered, for instance with carpeting or carpet tiles and trip hazards avoided.

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 the Organiser's opinion, affects or hinders neighbouring stands, e.g. as regards 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 **200 kilograms per square metre**.

Load capacity will be taken into account when entering the exhibited goods as well as during their handling. The exhibit area is on 1<sup>st</sup> floor of Building - **all goods will enter the exhibit area via a 8m3 lift**.

It is to be noted that vehicles are not admitted within the exhibition areas. Forklifts and other handling machines may only be operated by the official Forwarder & Lifter, Fairexx.

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 from the Building and ICNC7 SECRETARIAT.

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.



**Platforms:**

The use of 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 5 cm;

The platform sides must be closed and neatly finished;

The platform edges must be safe (secured safe & easily visible);

Platforms should be placed within the stand perimeter;

The platform must allow access to those in wheelchairs, edges should be sloped for this purpose or a ramp provided within stand area.

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 the Organiser, must be corrected by the Exhibitor before the opening of the exhibition. Failure to do so will result in the correction being made by the Organiser. All expenses for these corrections will be payable by the Exhibitor. The Organiser 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 the Organiser that the equipment and furnishing and/or the set-up and installation of the rented stand site will not be completed in due time prior to the deadline, the organisers shall be entitled to take all measures they may deem necessary. The Exhibitor shall pay all costs that could arise there from. He shall not be entitled to any claim for reimbursement that may arise in consequence of such an intervention.

***CLEANING AND REFUSE***

The Organiser shall see to the regular general cleaning of the Building and the aisles therein.

Stand cleaning is mandatory after exhibits move-in and it is also strongly advised during the exhibition and should be ordered by each exhibitor from the building. Please see online Order Form.

**IMPORTANT:** All waste costs arising from set up and breakdown of stands (including disposable packaging materials) will be collected and disposed of at each exhibitor's expense.

***FIRE AND SAFETY REGULATIONS***

The person(s) in charge of the construction (stand constructor) is/are responsible for safety and construction management.

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

Escape routes, doors and emergency exits (indoor and out) should be kept free of any obstruction and be kept in full view. Similarly for fire fighting equipment, fire safety signs and emergency wall phones. No product/company signs, decorations or stand roofs should be placed above an emergency exit.

For stand construction etc., only non-inflammable materials or the material listed below (1-9) may be used and then only if they satisfy the relevant regulations.

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

## ***SPECIAL REGULATIONS***

It is strictly forbidden to store wood, paper, straw, cardboard and packaging materials which are a fire hazard in the exhibition areas, the stands, the areas behind them and the cabins.

## ***ELECTRICITY***

All electrical connections must be made under the supervision of an authorised electrician

- The use of other energy sources, e.g. generators, is not permitted
- Voltage in Portugal: 220V or 380V, 50 Hertz/cycles.
- Plugs: Triphase 16 AMP; 32 AMP; 63 AMP (380 v) 50.

Please order your electricity and connections with Electricity Order Form n° 4.

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

**It is strictly forbidden to use any of the wall sockets of the Building.**

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

Supplies will be switched on daily 30 minutes before opening during the duration of the Meeting, off 15 minutes after the Exhibition closes every day. **If a 24 hour connection is required, or a separate supply is needed for set up & breakdown periods, this must be indicated on the order form.**

## ***TELEPHONE AND FACSIMILE CONNECTION***

Exhibitors should use the online Order Form, see [www.ESCexhibition.org](http://www.ESCexhibition.org).

## ***TRANSPORT REGULATIONS / HANDLING***

During the exhibition, goods can only be transported into the halls before the exhibits open. After that, only light articles can be hand carried in. Goods can be collected after the exhibition 30 minutes after closing. This gives the time to return empty packaging and also to remove gangway mats and carpets.

Do not place anything in the aisles outside the stand. If you do, you will block the passage-way for other transport. The Congress Centre has the right to store all packaging that is left in the aisles after 12:00 Sunday 8 May 2005; costs will be borne by the exhibitor responsible.

## ***STORAGE***

No refuse (e.g. empty cartons, crates or shipping/packing materials) may be left behind in your stand 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 for handling and storage of your empty crates and other packing material during the length of the exhibition.

## ***MISCELLANEOUS SERVICES***

If you wish to order services, which are not mentioned in online order forms, then please contact:

Mrs Evelise Dominguez  
Lisbon Congress Centre  
Praça das Indústrias  
1300 – 307 Lisbon  
Portugal  
Tel: +351 213 601 400/1,  
E-mail: [evelised@aip.pt](mailto:evelised@aip.pt)

### **DEADLINE FOR PLACING ORDERS**

Your completed order forms should reach the Lisboa Congress Center by 15 April 2005 - at the very latest. Orders received after that date or on-site may cause considerable delay in building up procedures. All services and supplies are subject to availability.

Services ordered after the deadlines are subject to following surcharges:

- 15 % until the beginning of the set-up, until Friday 6 May 2005
- 30% during the set-up, 7 to 8 May 2005
- 50% during the period of the exhibition itself 9 – 10 May

For further questions regarding the services, please contact the Lisboa Congress Center: [evelised@aip.pt](mailto:evelised@aip.pt) or [joanas@aip.pt](mailto:joanas@aip.pt)

### **PAYMENT POLICY**

Payment for the products/services requested should be settled directly with **LCC - Lisboa Congress Center** or the official suppliers. All payment should be made **before the start on the build-up period**. Not complying with this regulation can cause delay as **The Building does not allow move-in of exhibits until all financial obligations have been fulfilled. If payments on-site cannot be avoided, then please make sure that at the beginning of build-up, a member of the crew is authorised to make the required payment. For orders placed during build-up and the Exhibition, payment has to be made immediately and on-site.**

## **Section 3 – Conditions of Participation**

### **GENERAL CONDITIONS**

The following conditions of participation refer to allocation of exhibition space by the Organiser to companies exhibiting at all events organised by divisions or Associations of the European Society of Cardiology insofar as the contractual partners do not reach contrary agreements in writing. These conditions are available in French upon request.

### **CONCLUSION OF CONTRACT**

Application for a stand is made by filling in and returning the Application Form for stand space. Only signed application forms will be taken into consideration. By signing the application form, the company accepts the requirements contained in the Guidelines for Industry Participation and any supplementary provisions. Confirmation of the allocation of a stand by ICNC7 SECRETARIAT constitutes conclusion of the rental contract between the Exhibitor and ICNC7 SECRETARIAT. A stand assignment and an invoice will be sent to the Exhibitor by registered mail. The date on the stand assignment is considered to be the date of stand allocation. If the contents of the stand assignment deviate from the contents of the Exhibitor's application, the contract is based on the substance of the stand assignment unless the Exhibitor protests in writing within two weeks after the date mentioned on the stand assignment.



## ***ADMISSION TO ICNC 7***

The exhibition is open to industries active in the field of nuclear cardiology. Marketing bureaus, consultants etc. can hire stand space in order to be able 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.

## ***RENTING STAND SPACE***

ICNC7 SECRETARIAT rents stand space in accordance with the compatibility of the items to be exhibited with the subject matter of the exhibition.

The minimum stand size will be 9 (nine) m<sup>2</sup> for Industry, 6m<sup>2</sup> for Publishers.

ICNC7 SECRETARIAT reserves the right to deviate from the stand confirmation 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.

ICNC7 SECRETARIAT 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. ICNC7 SECRETARIAT accepts no responsibility for any damage, which may result from such changes.

## ***STAND DESIGN***

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.

ICNC7 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.

## ***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. 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 of exhibitors 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, ICNC7 SECRETARIAT 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 it will entail closure of the exhibit before/during the event. In such cases, the exhibitor will be excluded from future events organised by ICNC7 SECRETARIAT or a division or Association of ESC.

## ***ACCEPTANCE OF PRODUCTS***

Each country may have their own regulations regarding promotion and / or distribution of medical products & services. You are strongly advised inform yourself of such regulations and restrictions and ensure your compliance. ICNC7 SECRETARIAT will not be held liable for any costs arising from non-compliance with local regulations.

## ***RESERVATIONS***

Given serious cause (e.g. industrial action, acts of God) ICNC7 SECRETARIAT 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***

ICNC7 SECRETARIAT does not undertake to safeguard exhibits and excludes, for its staff as well, all liability for loss, theft or 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 ICNC7 SECRETARIAT 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 ICNC7 SECRETARIAT. Furthermore ICNC7 SECRETARIAT 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. ICNC7 SECRETARIAT will not be responsible for the insurance of such items. ICNC7 SECRETARIAT 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.

## ***PREMATURE TERMINATION OF THE RENTAL CONTRACT***

If after binding application and conclusion of the contract ICNC7 SECRETARIAT 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 ICNC7 SECRETARIAT 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 optical reasons, the area not used by the Exhibitor is allocated to another Exhibitor without ICNC7 SECRETARIAT 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. ICNC7 SECRETARIAT 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 by Exhibitors should be made by letter addressed to ICNC7 SECRETARIAT. If a reservation is cancelled by the Exhibitor after the invoiced has been launched and before **31 January 2005**, of the year that the exhibition will take place, the amount paid will be refunded minus 50% of the total amount due. If a

reservation is cancelled by the Exhibitor from 1 February 2005 onwards no refund will be made and the total amount for the stand space is due.

### **ASSIGNMENT OF SPACE**

Stands will be assigned to Exhibitors according to 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 ICNC7 SECRETARIAT.

### **SUPPLEMENTARY PROVISIONS**

Constituent parts of the rental contract take the form of the house regulations, the Guidelines for Industry Participation, ICNC7 information displayed on [www.ESCexhibition.org](http://www.ESCexhibition.org), as well as other organisational and technical regulations sent to the Exhibitor before the exhibition opens. The sovereignty of national law of the site of ICNC 7 is undisputed.

### **CLAIMS PROCEDURES, PLACE OF PERFORMANCE AND JURISDICTION**

All claims by the Exhibitor against ICNC7 SECRETARIAT must be lodged in writing. They lapse within 6 months from the closure of each ICNC7 SECRETARIAT 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.

Place of performance and jurisdiction is Grasse - France. ICNC7 SECRETARIAT reserves the right, however, to bring its claims before the courts competent for the area where the Exhibitor has his registered office.

### **FINAL CLAUSE**

In cases not or not clearly covered by the regulations in the Guidelines for Industry Participation, ICNC7 SECRETARIAT's decision shall be final.

## **Section 4 – Satellite Symposia and User Groups**

As in previous years, the International Conference of Nuclear Cardiology invites companies in the field of nuclear medicine to organise special sessions as part of the ICNC 7 meeting. These sessions take place during lunch or early evening during ICNC 7, they can be held in a room with various capacities, from 1500 to 200.

The following rules that apply to Satellite Symposia are the same for the User Group Meetings (with a maximum capacity of 200 seats).

### **CONDITIONS FOR HOLDING A SATELLITE SYMPOSIUM**

**For companies organising a Satellite Symposium, a stand of 9 m<sup>2</sup> is mandatory.**

Companies only have access to the rooms at their scheduled time slots.

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

The Satellite Symposium must be open to all registered participants.

All persons attending the Satellite Symposium must be registered either as full participants or as exhibitors; persons without such a badge will not be allowed to enter the room. This should be made clear on the invitations that Satellite Symposia organisers send to potential attendees. Other scientific sessions are open to exhibitors where there is sufficient space however full participants take priority.

Promotion or advertising prior to the Satellite Symposium is not permitted in the building other than on the stand. Handing out programmes and brochures at the entrance of the room is allowed 30 minutes before the beginning of the session. Posters, sandwich boards or other means of leading participants to the Satellite Symposium are strictly forbidden at all times.

It is strictly forbidden to hold Satellite Symposia or other formal presentations outside ICNC 7 premises between May 6 and May 13, 2005.

### ***TIME SLOTS FOR SATELLITE SYMPOSIA***

**- Monday, 9 May 2005:**

12:35-13:50

18:15-19:45

**- Tuesday, 10 May 2005:**

12:35-13:50

18:15-19:45

**- Wednesday, 11 May 2005:**

12:35-13:50

### ***COST OF SATELLITE SYMPOSIA***

The cost of a Satellite Symposium is **€23000**.

**Room prices vary from 1500 euros to 400 euros depending on the room capacity.**

The cost of a User Group Meeting is **€9700**.

The cost of room rental for User Group Meetings is 600€

The basic equipment of a lecture room is:

- A table and chairs for the 2 chairpersons with 2 table microphone
- 1 lectern for the speakers with a fixed microphone
- Fixed microphones in the room for Q&A from the audience
- 1 screen for projections
- 1 video data projector
- Chairs arranged in theatre-style.
- 1 technician

Cost of additional equipment such as projection equipment, operators, food and beverage will be the expense of the sponsor.

To order any extra equipment we suggest you to contact the official supplier – see online order form.

### **AVAILABLE AV SUPPORT**

Please be aware that you or your speakers have to give your presentations at the Speakers' Service Centre.

Any PowerPoint presentation: file on Diskette, CD or ZIP, Pen drive

No personal laptop authorised in Lecture Rooms

**DOUBLE PROJECTION AND TRANSLATION ARE NOT RECOMMENDED!**

Use of the Speakers' Service Centre is mandatory for all Satellite organisers on a free basis.

The use of the Speakers' Service Centre offers the following:

- Access to the Speakers' Service Centre.
- Audio-visual assistance to all speakers from the session.
- Scientific programme of the session announced on the door of the room.
- Names of the chairpersons (only) on the table.

**N.B. All prices will be subject to VAT at 19% (Portuguese rate)**

### ***APPLYING TO HOLD A SATELLITE SYMPOSIUM***

In order to be considered by the ICNC 7 Programme Committee, a complete application form must reach the ICNC 7 Secretariat offices, **before 30 November 2004.**

### ***SATELLITE SYMPOSIUM PROGRAMME***

The complete programme of the Satellite Symposium, typed on the special form provided by the Organiser, must reach the ICNC 7 Secretariat offices, Sophia Antipolis, France, **before 31 January 2005.**

A "complete programme" must include the following:

- Title of the session,
- Names of the two chairpersons,
- Title of each presentation with their duration and topic number,
- Complete addresses of the chairpersons and speakers,

No abstract forms need to be submitted for Satellite Symposia.

**N.B. No product names or brand names are allowed in the title or in the scientific programme of the session.**

In order to be considered as Satellite Symposium organisers by the ICNC 7 Programme Committee, applications including a complete scientific programme must reach the ICNC 7 Secretariat offices, **before 31 January 2005.**

Late applications received after **31 January 2005**, cannot be printed in the Final Programme. In this case, the Satellite Symposium will appear in the ERRATUM with only the title of the session, the name of the company, the day, room and time if application is received **before 28 February 2005.**

Changes in the scientific programme of Satellite Symposia are mentioned in the ERRATUM.

### ***INVITATIONS / PROMOTIONAL MATERIAL***

#### **ICNC7 SECRETARIAT APPROVAL**

All invitations or promotional material referring to the Satellite Symposia must receive ICNC7 SECRETARIAT approval prior to being printed and distributed.

**A copy of the ICNC7 SECRETARIAT Graphic Chart will be sent in due time.**

## **ADVERTISING**

Promotional material announcing satellite symposia may only be distributed in the following ways:

Display of posters 30 minutes before the beginning of the session in front of the assigned room. Posters are not permitted in the building other than on the stand.

Handing out material at the entrance of the assigned room 15 minutes before the beginning of the session, nowhere else in the building other than on the stand.

**N.B. No product names or brand names are allowed in the title or in the scientific programme of the session.**

**No brand names are allowed anywhere on promotional material of any kind.**

## ***CANCELLATION POLICY***

Cancellations of Satellite Symposia should be sent by registered mail to ICNC 7 Secretariat.

Cancellations by Exhibitors should be made by letter addressed to ESC. If a reservation is cancelled by the Exhibitor after an invoice is received but before **31 January 2005**, the amount paid will be refunded minus 50% of the total amount due. If a reservation is cancelled by the Exhibitor after 31 January 2005, no refund will be made and the total amount as invoiced is due

## ***ENFORCEMENT OF RULES***

Infringements of these Guidelines and Conditions will be referred to the ICNC 7 Committees. If a serious infringement is deemed to have been committed, the company in question may be refused access to future ICNC meetings.

## ***AGENDA AND DEADLINES***

### **30 November 2004**

Deadline for sending the Application Forms

### **31 January 2005.**

Deadline for sending by fax the complete scientific programmes.

### **21 February 2005**

Proofs of the scientific programme will be sent to all companies to be checked (printing matter).

### **28 February 2005**

Deadline for receiving the corrected proofs

### **08-11 May, 2005**

ICNC 7 – Lisbon, Portugal

## Section 5 – Deadlines-at-a-Glance

<b>31 January 2005</b>	Deadline for sending by fax the complete Satellites scientific programme
<b>1 February 2005</b>	Cancellation fee (stand) rises to 100%
<b>7 February 2005</b>	Product Description due
<b>21 February 2005</b>	Proofs of the Satellite scientific programme to be sent to all participating companies
<b>28 February 2005</b>	Deadline for receiving corrected proofs for Satellite
<b>3 March 2005</b>	Stand drawings due
<b>15 March 2005</b>	Send a copy of insurance cover (public liability)
<b>21 March 2005</b>	Deadline for sending in Stand Activity & Give Aways
<b>1 April 2005</b>	Deadline for sending in Exhibitor Badge list