



ICNC7 - UPDATE

**Lisbon, Portugal
8-11 May 2005**



Dear Exhibitor,

This Update provides important logistical information concerning ICNC7. Please pay close attention to the following message and to the Industry Guidelines, as it is each exhibitor's responsibility to ensure that all staff and agencies are aware of all ICNC7 standards and procedures.

All the stand service order forms are available on the following site:

<http://www.esceexhibition.org/ICNC7/default.aspx>



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1. Access

ICNC7 will be held in the Lisbon Congress Centre. Access is via **Rua da Junqueira**. See the Access plan on:

<http://www.essexhibition.org/ICNC7/ESC%20Items>Loading%20Access%20Plan.pdf>

The exhibition is situated in Pavilion 4 on level 1.

Parking

Download the order form from:

<http://www.essexhibition.org/ICNC7/Stand%20Services%20Download%20Area/Parking.pdf>



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2. Build up and Break Down

On arrival, drivers should report to uniformed staff from FAIREXX, the Official Logistics Provider, to obtain a Working Pass. This pass carries the name of the individual, company and booth number and needs to be carried together with photo ID at all times during the build up/break down.

Mechanised unloading equipment may only be operated by Fairexx GmbH. Note access to the exhibit area is by a lift to the first floor, operated by Fairexx. Space in unloading area is limited – as soon as you have unloaded, please move your vehicle away from the bay.

Build Up Timetable

Saturday 7 May 08:00 – 22:00 Exhibition build-up

Sunday 8 May 08:00 – 12:00 Exhibition build-up

12:00 – 14:00 Decoration only

14:30 – 17:30 Exhibition closed

17:30 – 17:45 Opening Ceremony and Exhibition closed

17:45 – 18:30 Opening Reception in the exhibition area (Stands should be manned)



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Break Down Timetable

Monday 9 May	08:00 – 18:00 Exhibition OPEN
Tuesday 10 May	08:00 – 18:00 Exhibition OPEN
Wednesday 11 May	08:00 – 16:00 Exhibition OPEN 16:00 – 24:00 Dismantling

IMPORTANT:

NO DISMANTLING BEFORE 16:00 WEDNESDAY 11 MAY. IF VALUABLES ARE REMOVED ON TUESDAY EVENING, STANDS MUST BE PRESENTABLE & RETAIN VISUALS UNTIL DISMANTLING STARTS.

Outside of 'exhibition open' periods, delegates will walk to session rooms along a route not including the exhibition. Exhibitors' should however take all reasonable precautions to protect valuables.

Please note 1) the limited dismantling time and 2) the Exhibition is CLOSED on Sunday till 17:45.



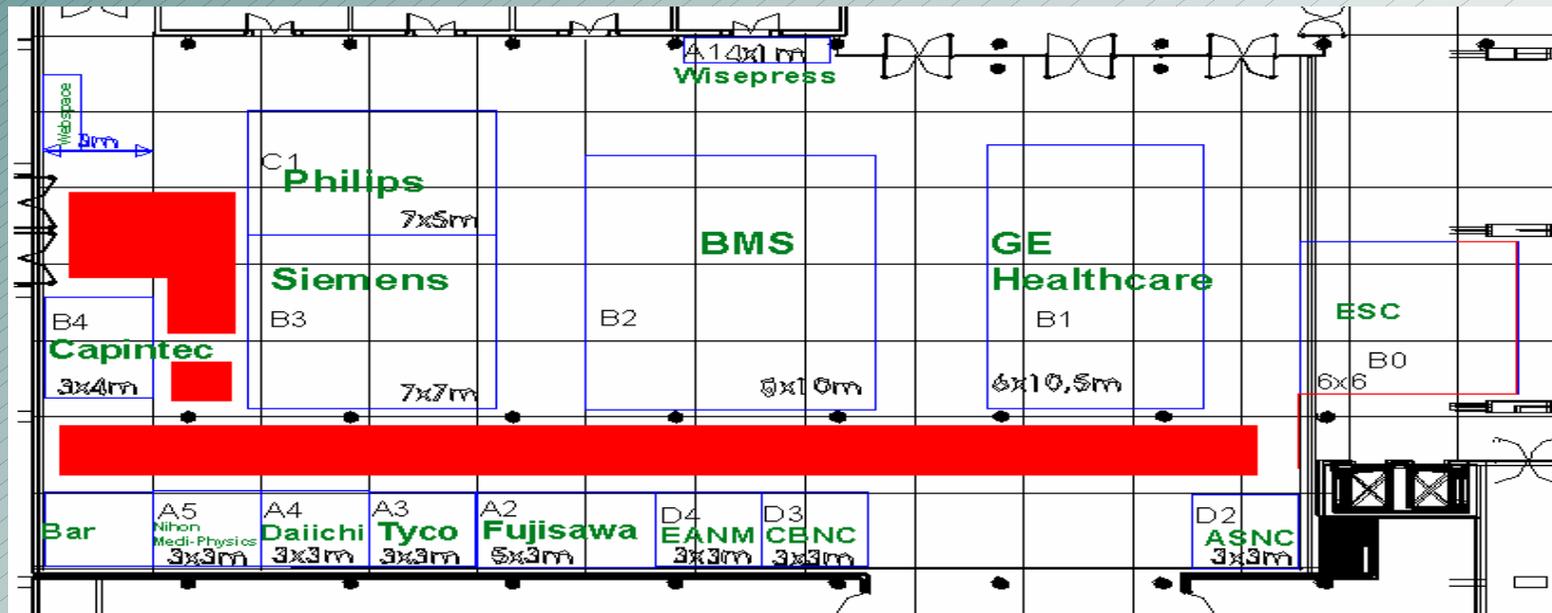
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Freight Free Aisles

There is only one main freight free aisle running through the exhibition. This 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.





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3. Security

The Organisers provide *General Surveillance* only within the Exhibition area. Note that delegates will be able to walk in the Exhibition area during closed hours – it is important that each exhibitor secures their stand against the risk of theft. The Organisers will accept no responsibility for loss or theft from stands.

4. Delivery Address and Storage

FAIREXX arrange all storage and forwarding for ICNC7. Road freight shipments (no full trailer loads) should arrive at the following address no later than April 29th 2005:

RNTRANS Actividades Transitarias S.A.
C/o FAIREXX GmbH
Rua Pereira Henriques Nr. 5
Poco do Bispo
1900-790 Lisbon/Portugal
Tel. + 351 21 346 21 51



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Packages should be clearly marked "Name of Exhibitor" "Stand no." "ICNC7 LISBON 2005" and an advice note should be sent to sandra.guenther@fairexx.de or faxed to +49 30 44 03 47 79. Full and Half Trailer loads during official build up time should report directly to :

FAIREXX – c/o Sandra Günther mobile : +49 173 60 92 583
Centro de Congressos de Lisboa
Pracas das Industrias, Rua da Junqueira
1300 Lisboa/Portugal

For more information, download the FAIREXX Manual from:
<http://www.esceexhibition.org/ICNC7/Stand%20Services%20Download%20Area/Fairexx%20Manual.pdf>



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5. Exhibition Opening Hours

Sunday 8 May	17:45 – 18:30 Opening reception and Exhibition OPEN
Monday 9 May	08:00 – 18:00 Exhibition OPEN
Tuesday 10 May	08:00 – 18:00 Exhibition OPEN
Wednesday 11 May	08:00 – 16:00 Exhibition OPEN

All exhibiting staff must wear an Official ICNC7 badge at all times within the venue.



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6. Exhibitors Registration and Badge Readers

The Exhibitors Registration Desk is situated inside the registration area close to the Badge Reader Support Desk. The following services will be available:

- Collection of Work Passes (Also available from FAIREXX team)
- 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



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NEW Badge Readers

Recording a prospective customer's information can be done by using the ICNC7 Badge Reader. For more information please download the following information form:

<http://www.essexhibition.org/ICNC7/Badge%20Reader%20Library/Badge%20Reader%20Information.pdf>

The order form is available below:

<http://www.essexhibition.org/ICNC7/Badge%20Reader%20Library/Badge%20Reader%20Order%20Form.pdf>





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Exhibitors Registration Opening Hours

Saturday 7 May	08:00 – 18:00
Sunday 8 May	08:00 – 18:00
Monday 9 May	08:00 – 18:00
Tuesday 10 May	08:00 – 18:00
Wednesday 11 May	08:00 – 16:00

Exhibitors Badge Orders

Please note that you have the choice to choose how your free badges are inscribed. Company name, individual name or both.

The Badge Order Form can be downloaded from:
<http://www.esceexhibition.org/ICNC7/default.aspx>



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The Badge Order Form is in csv. Format, if you are unsure how to fill it in please read the following document:

[http://www.esceexhibition.org/ICNC7/ESC%20Items/Badge%20Information%20Form%20\(Read%20Carefully\).pdf](http://www.esceexhibition.org/ICNC7/ESC%20Items/Badge%20Information%20Form%20(Read%20Carefully).pdf)

**DEADLINE FOR SENDING BADGE ORDERS TO icncexhibition@escardio.org
IS THE 1st April 2005**



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7. Stand Design and Activities

Stand Drawings and Designs

Each stand design needs to be approved by the ESC and the venue. 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.essexhibition.org/ICNC7/ESC%20Items/Stand%20Activity%20Form.doc> and send it back to us



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8. Important Reminders

Payment

Please remember that payment for stand rental must be made in full before the event, if payment has only been made recently you are advised to bring proof of payment with you.

Smoking

Please note that smoking is not permitted anywhere in the building.

Alcohol

Exhibitors must not serve any alcoholic beverages from the stand.



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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 using the order form available at:

<http://www.essexhibition.org/ICNC7/Stand%20Services%20Download%20Area/Catering.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 "Info Tables", which will be specifically set up for that purpose and marked as such.



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9. Future ESC Congresses

Europace 2005

ESC Congress 2005

EUROECHO 9

World Congress of Cardiology 2006

Prague 26 - 29 June 2005

Stockholm 3 – 7 September 2005

Florence 7 – 10 December 2005

Barcelona 2 – 6 September 2006

If you have any questions about the Exhibition at ICNC7, please contact the Exhibition Team: icncexhibition@escardio.org

+33 492 94 86 68 or +33 492 94 77 55

We look forward to welcoming you to a successful event in Lisbon.