



ICNC8: UPDATE

**Prague, Czech Republic
29 April - 2 May 2007**



Dear Exhibitor,

This Update provides important logistical information concerning ICNC8. 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 ICNC8 standards and procedures.

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

<http://www.esceexhibition.org/ICNC8/default.aspx>



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1. Sponsorship and Promotion

There are still options available for sponsorship at ICNC8 to promote your company's presence. For information on Sponsorship & Promotion opportunities, please contact ICNCsponsorship@escardio.org for further details.



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2. Access

ICNC8 will be held in the Prague Congress Centre. Access is via **5 Kvetna Street**. See the Access plan on:

<http://www.esceexhibition.org/ICNC8/ESC%20Items/Access%20Plan%20Overview.pdf>

The exhibition is situated on level two of the Prague Congress Centre.

Parking

Parking for Trucks is available in the Prague Exhibition Area, “Beranovych” 667, Prague 9 – Letnany – direction highway Brno (abt 20km) Pruhonice (Petrol station, Motel-parking-place).

Parking for Cars is available close to the venue, to order your pass, click on the following link:

<http://www.esceexhibition.org/ICNC8/Stand%20Services%20Download%20Area/Parking.pdf>



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3. Build up and Break Down

Cars and fork lifts 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

Saturday 28 April 08:00 – 24:00 Exhibition build-up

Sunday 29 April 08:00 – 12:00 Exhibition build-up

12:00 – 14:00 Decoration only (Briefing Meetings on stands)

14:30 – 17:00 Exhibition **CLOSED**



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Break Down Timetable

Wednesday 2 May 16:00 – 24:00 Dismantling

IMPORTANT:

THE EXHIBITION IS OPEN FROM 08:00 TO 16:00 ON WEDNESDAY 2 MAY AND ALL STANDS NEED TO BE MANNED.

Outside of 'exhibition open' periods, delegates will walk to lecture rooms along a route including the exhibition. Exhibitors' should therefore take all reasonable precautions to protect valuables.



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4. 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.



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5. Delivery Address and Storage

FAIREXX arrange all storage and forwarding for ICNC8. Groupage shipments should arrive at the following address:

FAIREXX – Logistics for Exhibitions
c/o Beckspedition
Fairs & Exhibitions
Dipl. Ing. Pavel Beck
Chrastavska 113/4
CZ – 190 00 Prague 9



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Packages should be clearly marked “Name of Exhibitor” “ICNC8” “Hall and Stand number” 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 – Logistics for Exhibitions
c/o Sandra Günther +49 173 60 92 583
Prague Congress Centre (PCC)
5 Kvetna 65
CZ – 140 21 Prague 4

For more information, download the FAIREXX Manual from:

<http://www.esceexhibition.org/ICNC8/Stand%20Services%20Download%20Area/Fairexx%20Manual.pdf>



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6. Stand Service Orders

In order to avoid any surcharges, please make sure you fax your orders to Czech-In (+420 261 174 307) before the **30th March 2007**.

If you should require more details on the stand services available, feel free to contact Pavel Susak on: +420 261 174 303.



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7. Exhibition Opening Hours

Sunday 29 April	17:00 – 18:30 Exhibition OPEN (Opening Reception in the exhibition area, stands need to be manned)
Monday 30 April	08:00 – 18:00 Exhibition OPEN
Tuesday 1 May	08:00 – 18:00 Exhibition OPEN
Wednesday 2 May	08:00 – 16:00 Exhibition OPEN

All exhibiting staff must wear an Official ICNC8 badge at all times within the venue.



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8. Exhibitors Registration and Badge Readers

The Exhibitors Registration Desk is situated inside the registration area close to the Badge Reader Support and Czech-In Service Desks. 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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Badge Readers

Recording a prospective customer's information can be done by using the ICNC8 Badge Reader. For more information please download the following information form:

<http://www.essexhibition.org/ICNC8/Badge%20Reader%20Library/Badge%20Reader%20Information.pdf>

The order form is available below:

<http://www.essexhibition.org/ICNC8/Badge%20Reader%20Library/Badge%20Reader%20Order%20Form.pdf>





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Exhibitors Registration Opening Hours

Saturday 28 April	08:00 – 18:00
Sunday 29 April	08:00 – 18:00
Monday 30 April	08:00 – 18:00
Tuesday 1 May	08:00 – 18:00
Wednesday 2 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/ICNC8/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/ICNC8/Badge%20Reader%20Library/Badge%20Reader%20Order%20Form.pdf>

DEADLINE FOR SENDING BADGE ORDERS TO ICNCexhibition@escardio.org IS THE 29th MARCH 2007.



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9. Stand Design and Activities Approval

Stand Drawings and Designs

Each stand design needs to be approved by the ESC and the Prague Congress Centre. 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/ICNC8/default.aspx> and send it back to us.



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10. 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 through Zatisi Catering Group

Linda@zatisigroup.cz or +420 261 174 025.

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.

Exhibitor Debriefing Meeting

A post show meeting will be held on Wednesday, 2 May at 15:00. Location TBA



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11. Future ESC Congresses

Heart Failure 2007

Europace 2007

ESC Congress 2007

EUROECHO 2007

Hamburg 9 – 12 June

Lisbon 24 – 27 June

Vienna 1 – 5 September

Lisbon 5 – 8 December

If you have any questions about the Exhibition at ICNC8, please contact:
ICNCexhibition@escardio.org or +33 492 94 77 55

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