



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



Dear Exhibitor,

This Update contains important logistical information concerning the ESC Congress 2008 in Munich. Please ensure this message and the Industry Guidelines are distributed to all your staff and agencies involved in this Congress.

At any stage you can reach the exhibition team on:

Nikolaj Tomma
Anne Laure Leuba
Noureddine M'Ghari
Phone: + 33 04 92 94 76 17
Fax: + 33 04 92 94 76 26
Email: exhibition@escardio.org



Nikolaj Tomma



Anne-Laure Leuba



Noureddine M'Ghari

We look forward to speaking with you in the coming weeks and working towards the best event in Cardiology in 2008!

Regards,
ESC Exhibition Team



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



Contents:

1. Access
2. Build up and Break down
3. Cleaning and Waste
4. Security
5. Delivery Address and Storage
6. Stand Service Orders
7. Exhibition Opening Hours
8. Exhibitors Registration and Badge Readers
9. Stand Design and Activities Approval
10. Important Reminders
11. Future ESC Congresses



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



1. Access

The ESC Congress 2008 will be held in the Messe Muenchen. Access for trucks is through Paul-Henri-Spaak-Strasse at Gate 19. As usual vehicles entering the fairground will be required to pay a deposit of €100. This will be returned if the timeslot is respected. See the Access plan on:

<http://www.escexhibition.org/Munich07/ESC%20Items/Truck%20Access%20and%200Parking%20Plan.pdf>

The exhibition is situated in three areas: **Membership Zone C**, Zone A2 and Zone B2 of Messe Muenchen.

Parking

Parking for Trucks is available at the Messe Muenchen, in Paul-Henri-Spaak-Strasse at Gate 16.

Parking for Cars is available in Parkhaus West. For more details see the link above.



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



2. Build up and Break Down

A strict timetable will be applied – See next page to see when you can build up.

Cars and lorries cannot be driven into the exhibition halls. 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. The traffic and deposit system will be managed by Fairexx on behalf of the ESC. Also note that power operated equipment such as forklifts can only be used by Fairexx.

IMPORTANT:

NO DISMANTLING BEFORE 13:00 WEDNESDAY 3 SEPTEMBER. IF VALUABLES ARE REMOVED ON TUESDAY EVENING, STANDS MUST BE PRESENTABLE & RETAIN VISUALS UNTIL DISMANTLING STARTS.

On Tuesday evening (2 September) preference is given to trucks delivering bulk packaging materials. We would therefore advise you book the delivery of your empties through Fairexx our Official Forwarder and lifter.

Please note the Exhibition is CLOSED on Wednesday morning.



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



Build up:

Monday 25 August:

08:00 – 13:00 Build up for stands over 600m²

13:00 – 18:00 Build up for stands over 300m²

08:00 – 22:00 Hall access for construction

Tuesday 26 August:

08:00 – 13:00 Build up for stands over 150m²

13:00 – 18:00 Build up for stands over 100m²

08:00 – 22:00 Hall access for construction

Wednesday 27 August:

08:00 – 18:00 Build up for stands over 30m²

08:00 – 22:00 Hall access for construction

Thursday 28 August:

08:00 – 22:00 Build up for all stands

Friday 29 August:

08:00 – 18:00 Build up

18:00 – GOODS MUST BE CLEARED FROM AISLES TO ALLOW CARPETING

NO VEHICLE ACCESS AFTER 18:00

18:00-22:00 Decoration is still permitted

Saturday 30 August:

08:00 – 12:00 Stand decoration only

08:00-16:00 Meetings may be held on stands



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



2. Break Down

Tuesday 2 September:

18:00 – 24:00 Dismantling of valuables only. Removal of valuables and delivery of empty packages cases by Fairexx for the exhibitors that have ordered this service.
Vehicle access from 21:00 – 24:00. Priority given to trucks delivering bulk materials

Wednesday 3 September:

08:00 – 13:00 EXHIBITION CLOSED, No dismantling, no vehicle access to fairground
13:00 – 24:00 Dismantling, Full Vehicle Access

Thursday 4 September:

08:00 – 24:00 Dismantling, Full Vehicle Access

Friday 5 September:

08:00 – 13:00 Dismantling, Full Vehicle Access (FINAL DAY)



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



3. Cleaning and Waste

Exhibitors are responsible for cleaning their own exhibit and disposal of waste generated before, during, and after the event. The appropriate order forms should be used namely:

1. Waste:

<http://www.essexhibition.org/Munich08/Stand%20Services%20Download%20Area/Cleaning%20and%20Waste%20Disposal/Waste%20Disposal.pdf>

2. Stand Cleaning:

<http://www.essexhibition.org/Munich08/Stand%20Services%20Download%20Area/Cleaning%20and%20Waste%20Disposal/Stand%20Cleaning.pdf>



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



4. Security

The Organisers provide General Surveillance only within the Exhibition area. It is therefore important that each exhibitor secures their stand against the risk of theft. The Organisers and the Messe Muenchen will accept no responsibility for loss or theft from stands.

Should you plan to order stand services (like for example plasma, video...), we suggest you add extra security staff on your stand using the link below:

<http://www.essexhibition.org/Munich08/Stand%20Services%20Download%20Area/Stand%20Security.pdf>



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



5. Delivery Address and Storage

FAIREXX arrange all storage and forwarding for the ESC Congress 2008. Your shipments should arrive at Munich airport (MUC) not later than 4 working days before desired delivery to stand

AIRFREIGHT:

Consignee Address:

**FAIREXX Logistics
c/o KÜHNE & NAGEL Expo Service
Paul-Henri-Spaak-Str. 8
Messegelände Riem, Tor 21
81829 München / Germany**



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



Pre-advices: please send to us **at least two days before arrival in Munich**
by Telefax: +49 (0) 30 44 03 47 79
Copy of Airwaybill (AWB) / Flight details
Copy of invoice / packing list

For more information, download the FAIREXX Manual from:

<http://www.essexhibition.org/Munich08/Stand%20Services%20Download%20Area/Fairexx%20Manual.pdf>

Fairexx Contacts:

Hall A2 - Stefan +49 017 3212 9410

Hall B2 - Anja +49 017 3247 7818



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



ROADFREIGHT:

Groupage shipments:

Should arrive at the Fairexx onsite warehouse - **NOT BEFORE 31.07.2008.**
latest Arrival of goods 4 working days before desired delivery to booth to the
address as follows :

**Warehouse address: FAIREXX – Logistics for Exhibitions
c/o KÜHNE & NAGEL Expo Service
Paul-Henri-Spaak-Str. 8
Messegelände Riem, Tor 21
81829 München / Germany**

Notify: ESC 2008 / Exhibitors Name
Hall / Stand Number



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



Full Trailer Loads

Should arrive directly at Fairground Munich, in accordance with the official Build-Up Dates and Times.

Fairground Adress:

**Messegelände Munich GATE 19
c/o FAIREXX Logistics Marshalling Yard
Paul-Henri-Spaak-Str. 8
D - 81829 Munich**

Notify : ESC 2008 / Exhibitors Name

Hall / Stand Number

Pre-advices : for your Roadcargo Shipments please send to Fairexx in advance by Telefax: +49 (0)
30 44 03 47 79

* Trucking details (Truck no., haulier, ETA)

* Copy of invoice / packing list



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



6. Stand Service Orders

If you should still require any additional stand services, please consult the catalogue online <http://www.escexhibition.org/Munich08/default.aspx> and send your orders at your earliest convenience.

For more details, please contact:

Messe Muenchen
Barbara Wentz and Daniela Lugonjic
Phone: +49 89 949 21140
Email: tas4@messe-muenchen.de

Meplan
Mymy Memed
Phone: +49 89 949 28823
Email: nguyen@meplan.de



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



7. Exhibition Opening Hours

Saturday 30 August 16:30 – 17:30 Official Opening Ceremony (Room Munich A4)
 17:00 – 20:00 Exhibition **OPEN** (*All stands must be manned*)
 17:30 – 20:00 Opening Reception in exhibition halls

Sunday 31 August 09:00 – 18:00 Exhibition OPEN
Monday 01 September 09:00 – 18:00 Exhibition OPEN
Tuesday 02 September 09:00 – 18:00 Exhibition OPEN

All exhibiting staff must wear an Official ESC Congress 2008 badge at all times within the venue.



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



8. Exhibitors Registration and Badge Readers

The Exhibitors Registration Desk is situated at the Entrance West.
The following services will be available:

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

DEADLINE TO ORDER FREE EXHIBITOR BADGES: 27 June, please use the form on:
<http://www.essexhibition.org/Munich08/default.aspx>



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



Exhibitors Registration Opening Hours

- Monday 25 August 08:00 – 18:00
- Tuesday 26 August 08:00 – 18:00
- Wednesday 27 August 08:00 – 18:00
- Thursday 28 August 08:00 – 18:00
- Friday 29 August 08:00 – 18:00
- Saturday 30 August 08:00 – 20:00
- Sunday 31 August 08:00 – 18:00
- Monday 01 September 08:00 – 18:00
- Tuesday 02 September 08:00 – 18:00
- Wednesday 03 September 08:00 – 12:00



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



Badge Readers

Recording a prospective customer's information can be done by using the ESC Congress 2008 Badge Reader. For more information please download the following information form:

<http://www.escehibition.org/Munich08/Badge%20Reader%20Library/Badge%20Reader%20Information.pdf>

The order form is available below:

<http://www.escehibition.org/Munich08/Badge%20Reader%20Library/Badge%20Reader%20Order%20Form.pdf>





ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



9. Stand Design and Activities Approval

Stand Drawings and Designs

Each stand design needs to be approved by the ESC and the Messe Muenchen. 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.escehibition.org/Munich08/default.aspx> and send it back to us before **25 July**.



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



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. The outside area "Atrium" between halls A1-A4 and B1-B4 is also a non smoking area.

Alcohol

Exhibitors must not serve any alcoholic beverages from the stand.



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



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 **Käfer**.

Email: messe.catering@feinkost-kaefer.de

Phone: +49 89 94924203 Fax: +49 89 94924209

Deadline for orders is **14 August** and we would suggest you fill in the order form available on the following link:
<http://www.essexhibition.org/Munich08/Stand%20Services%20Download%20Area/Catering/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 "Information 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 **Tuesday, 2 September from 11:00 to 12:00**. Location TBA.



ESC CONGRESS 2008 – Update

30 August -3 September: Munich, Germany



11. Future ESC Congresses

Acute Cardiac Care 2008

EUROECHO 2008

CCNAP 2009

EuroPrevent 2009

ICNC 9

Heart Failure 2009 Congress

Europace 2009

ESC Congress 2009
2009

Versailles, France 25 – 28 October 2008

Lyon, France 10 – 13 December 2008

Dublin, Ireland 17 – 18 April 2009

Stockholm, Sweden 6 – 9 May 2009

Barcelona, Spain 10 – 13 May 2009

Nice, France 30 May – 2 June 2009

Berlin, Germany 21 - 24 June 2009

Barcelona, Spain 29 August – 2 September

If you have any questions about the Exhibition at ESC Congress 2008, please contact: exhibition@escardio.org or +33 492 94 76 17.

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