



Dear Exhibitor,

The checklist below will help you prepare for ESC Munich 2004 more effectively:

- Read the Messe-Muenchen House Rules and ESC Guidelines for Industry Participation.
- Analyze the plans to verify where your stand and the various zones are located.
- Go through the Updates thoroughly as this will inform you of upcoming deadlines.
- If you do not have a stand builder yet. Click on the Meplan link. Meplan is the official stand shell scheme provider for ESC Munich 2004.
- Booked Hotel rooms? If not, email hotels@escardio.org for advice
- Sent a stand design to ESC for approval?
- Sent Product Description to ESC?
- Informed the ESC of your booth constructor so that they are updated with logistics info?
- Arranged ESC approval for stand activities & giveaways?
- Ordered exhibitor badges?
- Sent a copy of your liability insurance to ESC?
- Arranged for forwarding brochures & other materials?
- Commissioned a stand structure with carpet & furnishings?
- Arranged for waste disposal during build-up, the exhibition & breakdown?
- Booked cleaning?
- Reserved hostesses to cover breaks or assist you on your stand?
- Ordered security to protect valuable equipment?
- Asked your caterer to complete the Messe-Muenchen food/beverage declaration?
- Applied for GEMA authorisation if using pre-recorded music or visual material?
- Arranged for Electricity points, water connections & compressed air if required?
- Planned telecommunications & internet access? Booked Audiovisual equipment...
- Given your construction agency the ESC unloading schedule?

On this note, feel free to contact us if you have any further queries and we look forward to seeing you in Munich.