



ESC Congress 2007 - UPDATE 1-5, September- Vienna, Austria



Dear Exhibitor,

This Update contains important logistical information concerning the ESC Congress 2007 in Vienna. 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 by email:

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Anne Laure Leuba
Victoria Korely

Phone: + 33 04 92 94 76 17
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We look forward to speaking with you in the coming weeks and working towards the best event in Cardiology in 2007!

Regards,
ESC Exhibition Team



Nikolaj Tomma



Elisabeth Hernandez



Anne Laure Leuba



Victoria Korley



EUROPEAN
SOCIETY OF
CARDIOLOGY®

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1. Access

ESC Vienna 2007 will be held in the Messe Wien. Access for trucks is through Trabrennstraße. See the Access plan on:

<http://www.essexhibition.org/Vienna07/ESC%20Items/Truck%20Access%20and%20Parking%20Plan.pdf>

The exhibition is situated in three areas: Membership Zone, Zone 2 and Zone 3 of Messe Wien.

Parking

Parking for Trucks is available in the Messe Wien, opposite Zone 5.

Parking for Cars is available close to the venue. For more details see the link above.



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2. Build up and Break Down

A strict timetable will be applied – See next page to see when you have access to the halls.

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.

IMPORTANT:

NO DISMANTLING BEFORE 13:00 WEDNESDAY 5 SEPTEMBER. IF VALUABLES ARE REMOVED ON TUESDAY EVENING, STANDS MUST BE PRESENTABLE & RETAIN VISUALS UNTIL DISMANTLING STARTS.

Please note the Exhibition is CLOSED on Wednesday morning.



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Build Up Timetable

	08.00	09.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00	21.00	22.00
27/08/2007	Hall access to personnel for construction.														
	Vehicle access for stand over 600m ²					Vehicle access for stand over 300m ²									
28/08/2007	Hall access to personnel for construction														
	Vehicle access for stand over 150m ²					Vehicle access for stand over 100m ²									
29/08/2007	Hall access to personnel for construction														
	Vehicle access for stand over 30m ²														
30/08/2007	Hall access to personnel for construction														
	Vehicle access for all stands														
31/08/2007	Hall access to personnel for construction														
	Vehicle access for all stands (until 19.00)										Goods must be removed from aisles. Decoration possible until 22.00				
01/09/2007	Stand decoration only (until 12.00)					No vehicle access									
	Meetings can be held on Stands (until 16.00)										16.30: Opening Ceremony in Zone 5 17.30: Opening reception in halls				



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Break Down Timetable

	08.00	09.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00	21.00	22.00	23.00	24.00	
04/09/2007	Exhibition Open										Removal of valuables/delivery of empty packaging cases*							
											Vehicle access							
05/07/2007	Exhibition Closed/No vehicle access					Dismantling												
						Full vehicle access												
06/09/2007	Dismantling													Full vehicle access				
														Full vehicle access				
07/09/2007	Dismantling (last day)					Full vehicle access (last day)												
						Full vehicle access (last day)												

* by Falrexx (if booked)



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3. Cleaning and Waste

- Exhibitors are responsible for cleaning their own exhibit and disposal of waste generated **before, during, and after the event.**
- Exhibitors should manage their waste removal through the official cleaning company, Neoclean:

Neoclean
Ecotrade Center Vienna
TrabrennstraBe 5/top2
A- 1020 Vienna
Austria
Phone +43-1-726 16 17 Fax +43-1-726 16 17
office@neoclean.at

- If not yet ordered, please click on the following stand service catalogue link:

<http://www.essexhibition.org/Vienna07/Stand%20Services%20Download%20Area/Exhibitor%20Technical%20Catalogue.pdf>



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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 Wien will accept no responsibility for loss or theft from stands.

Should you plan to order stand services (plasma, video), we suggest you add extra security staff.



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5. Delivery Address and Storage

FAIREXX arrange all storage and forwarding for ESC Vienna 2007. Your shipments should arrive at Vienna airport (VIE) not later than 4 working days before desired delivery to stand

Consignee Address:

**FAIREXX Logistics
c/o Schenker & Co AG
Fairs & Exhibitions
Taborstrasse 95
A - 1200 Vienna / Austria**

**ctc.: Mr. Wolfgang Unzeitig
Tel : 0043-5 7686 211 522**



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Packages should be clearly marked "Name of Exhibitor" "ESC Vienna 2007" "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 :

Messegelände Wien
c/o FAIREXX Logistics
Südportalstrasse Haupteingang Süd / Halle 1
1020 Vienna / Austria

For more information, download the FAIREXX Manual from:

<http://www.escexhibition.org/Vienna07/Stand%20Services%20Download%20Area/Fairexx%20Manual.pdf>

All groupage shipments should be sent after **August 15th** to the warehouse address below:

Messegelände Wien
c/o FAIREXX Messelager ESC Congress
Südportalstrasse Haupteingang Süd /Halle 1
1020 Vienna / Austria



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6. Stand Service Orders

If you should still require any additional stand services, please consult the catalogue online <http://www.escexhibition.org/Vienna07/default.aspx> and send your orders as soon as possible.

Important ! For orders received during the official build-up time a manipulation surcharge of 20% will be charged.



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7. Exhibition Opening Hours

Saturday 01 September 16:30 – 17:00 Official Opening Ceremony (*Vienna Session Room 5*)
17:00 – 20:00 Exhibition **OPEN** (*All stands must be manned*)
17:30 – 20:00 Opening Reception in exhibition halls

Sunday 02 September 09:00 – 18:00 Exhibition OPEN
Monday 03 September 09:00 – 18:00 Exhibition OPEN
Tuesday 04 September 09:00 – 18:00 Exhibition OPEN

All exhibiting staff must wear an Official ESC Vienna 2007 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 Entrance. 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



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Exhibitors Registration Opening Hours

- Monday 27 August 08:00 – 18:00
- Tuesday 28 August 08:00 – 18:00
- Wednesday 29 August 08:00 – 18:00
- Thursday 30 August 08:00 – 18:00
- Friday 31 August 08:00 – 18:00
- Saturday 01 September 08:00 – 20:00
- Sunday 02 September 08:00 – 18:00
- Monday 03 September 08:00 – 18:00
- Tuesday 04 September 08:00 – 18:00
- Wednesday 05 September 08:00 – 12:00



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Badge Readers

Recording a prospective customer's information can be done by using the ESC Vienna 2007 Badge Reader. For more information please download the following information form:

<http://www.essexhibition.org/Vienna07/Badge%20Reader%20Library/Badge%20Reader%20Information.pdf>

The order form is available below:

<http://www.essexhibition.org/Vienna07/Badge%20Reader%20Library/Badge%20Reader%20Order%20Form.pdf>





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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 Messe Wien. 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.escexhibition.org/Vienna07/default.aspx> and send it back to us, **as soon as possible.**



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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 **Gerstner Catering Group** messe@gerstner.at – phone **+431 743 44 22 7834** or fax **+431 743 44 22 7838**.

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 Tuesday, 4 September from 11:00 to 12:00. Location TBA.



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11. Future ESC Congresses

EUROECHO 2007

Lisbon 5 – 8 December 2007

EuroPREvent 2008

Paris 1 – 3 May 2008

Heart Failure 2008 Congress

Milan 14 – 17 June 2008

ESC 2008 Munich

Munich 30 August – 3 September 2008

Acute Cardiac Care 2008

Versailles 11 – 14 October 2008

If you have any questions about the Exhibition at ESC Vienna 2007, please contact:
exhibition@escardio.org or +33 492 94 76 17.

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