

Acute Cardiac Care

www.escardio.org/ACCA

12-14 October
Madrid Spain **2013**



UPDATE MESSAGE

Dear Exhibitor,

Please carefully read this document, it contains important logistical information concerning the Acute Cardiac Care Congress 2013.

Therefore, please ensure this document and the Guidelines for Industry Participation are distributed to all staff and agencies involved in this Congress.

At any stage you can reach the Industry Services team on:

Tel: +33 492 943 514

Fax: +33 492 947 626

Email: euroACCservices@escardio.org

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

<http://www.esceexhibition.org/ACC2013/default.aspx>



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UPDATE MESSAGE

1. Access to the Venue and Parking

Congress venue:

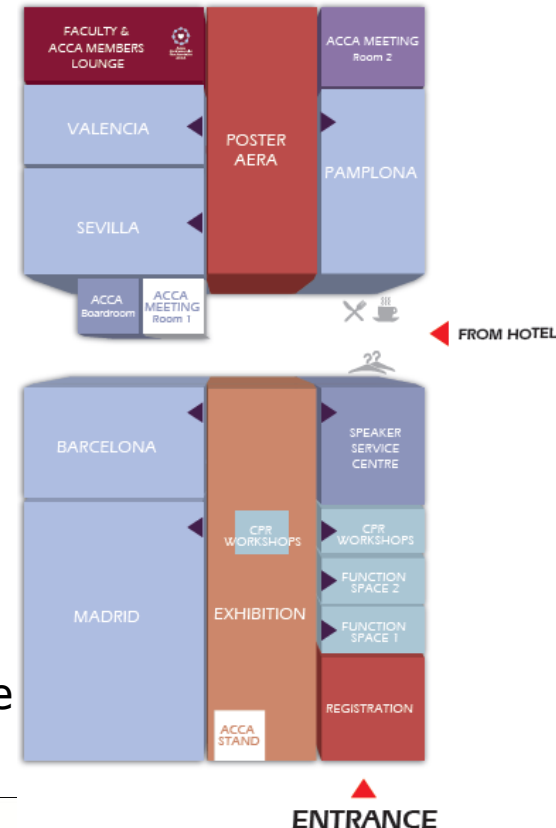
Hotel Auditorium Madrid 4*
Avenida de Aragon 400
28022 Madrid - Spain

Parking:

Cars: a parking is available at the entrance of the hotel for a price of 15 € VAT included all day and 7.5 € half-day, VAT included. Car parking is 2.6m height.

Trucks: Truck parking is available at the right side of the building. Fairexx will inform truck drivers where to park after unloading.

No oversight is available in trucks parking



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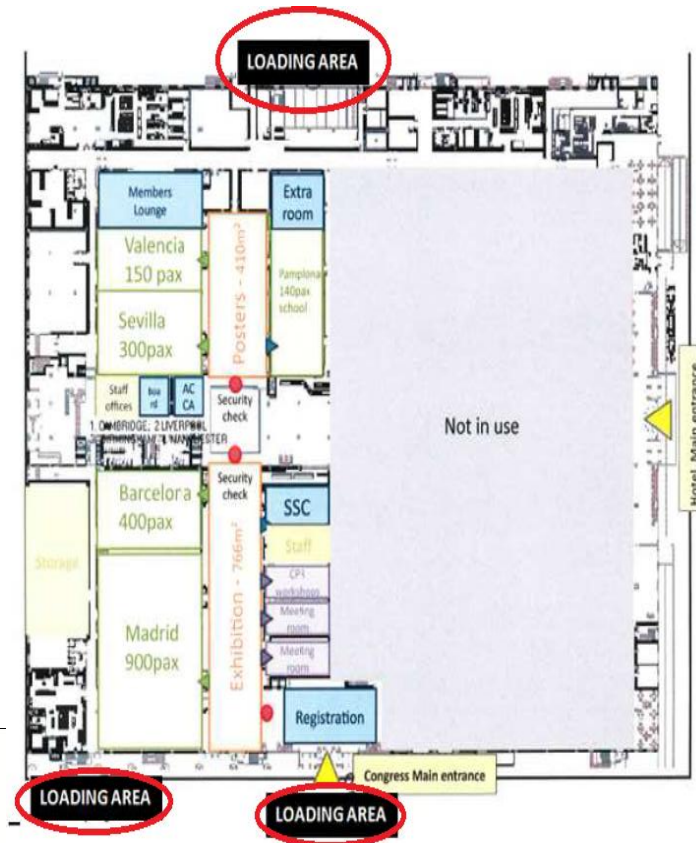
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Access Plan:

Exhibitors must inform their stand agencies to contact in advance Fairexx, the ESC Logistics Provider.

Access Plan to the venue is available here:
<http://www.essexhibition.org/ACC2013/ESC%20Items/Access%20plan.pdf>

Cars and forklifts cannot be driven into the exhibition hall. Always park your vehicle in the allotted space outside. 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, to obtain a Working Pass. This pass carries the name of the individual, company and booth number. It needs to be carried at all times during the build up & dismantling.



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2. Exhibition Time Table

Exhibition Build-up:

Thursday 10 October	08:00 – 20:00	Exhibition build-up
Friday 11 October	08:00 – 18:00	Exhibition build-up
	18:00 – 20:00	Decoration only, from 18:00 hall inspection by the ESC
Saturday 12 October	08:00 – 14:00	Exhibition CLOSED

Exhibition Opening Hours:

Saturday 12 October	14:00 – 20:00	Exhibition OPEN – All exhibits must be staffed
	17:30 – 19:00	Inaugural Session
	19:00 – 20:00	Networking Reception in the Exhibition Area
Sunday 13 October	09:00 – 18:00	Exhibition OPEN
Monday 14 October	09:00 – 17:00	Exhibition OPEN

Exhibition Dismantling:

Monday 14 October	8:00 – 00:00	Dismantling
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Outside the exhibition opening hours, delegates will walk to lecture rooms and poster area along a route through the Exhibition. Exhibitors should therefore take all reasonable precautions to protect valuables.

Security guards may be hired to protect valuables (order form available online in the Exhibition Catalogue).



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Important Notice

All construction must be completed imperatively by 18:00 on Friday 11 October.

On Friday 11 October from 18:00 to 20:00 only decoration of the stands will be allowed. From 18:00 on Friday 11 October, empty cases must be removed from the aisles which must be kept clear for cleaning and carpeting. Any packing cases still left in the aisles will be removed at the exhibitor's expense.

For Exhibitor requesting stands from the local stand supplier, the stand will be ready to decorate from Friday 11 October.

NO DISMANTLING BEFORE 18:00 on Monday 14 October.

Exhibitors who have a shell scheme stand should remove all personal items from the stand by Monday 19:00. All remaining material will be considered as rubbish.



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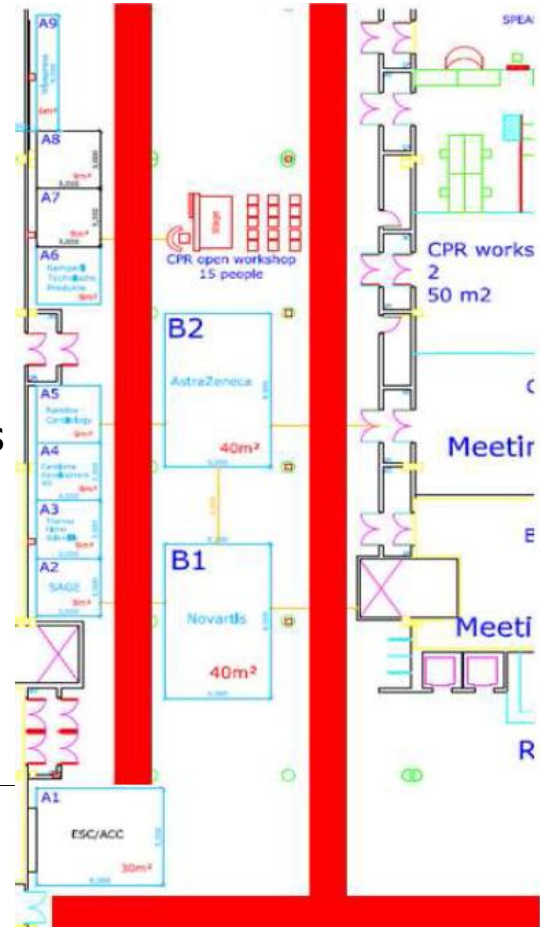
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AISLES TO BE KEPT CLEAR DURING THE BUILD UP AND DISMANTLING OF THE STANDS

The surface in red must be accessible at all times and must not be obstructed by any materials.



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3. Cleaning and Waste

Exhibitors are responsible for the cleaning of their own exhibit and the disposal of waste generated before and after the event.

Exhibitors should manage (contract and pay for) their waste removal and stand cleaning through the official supplier.

Find here the order form for the waste disposal:

<http://www.escehhibition.org/ACC2013/Stand%20Services%20Download%20Area/Hotel%20Auditorium%20-%20%20Waste%20disposal%20order%20form.pdf>

Find here the order form for the stand cleaning:

<http://www.escehhibition.org/ACC2013/Stand%20Services%20Download%20Area/Exposistem%20-%20Cleaning%20and%20Security.pdf>

Unattended rubbish left in aisles when the exhibition is open will be removed at the Exhibitor's expenses



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4. Security

The ESC undertakes the general surveillance service within the Exhibition area, both by day and at night. It is therefore important that each exhibitor secures his/her stand against the risk of theft. The Organisers and the Venue will accept no responsibility for loss or theft from stands.

Each Exhibitor is responsible for the security of its stand and exhibit. We strongly recommend exhibitors to secure their stand against theft or damage. Valuable objects, which may easily be removed, should be locked away during the night or whenever the stand is left unattended. Particular attention should be paid to goods awaiting collection at the end of the Congress. The ESC accepts no responsibility for goods stolen from exhibits.

Security services can be ordered from the congress centre. Security services can be ordered through the local Supplier. Please see order form on:

<http://www.escehhibition.org/ACC2013/Stand%20Services%20Download%20Area/Exposistem%20-%20Cleaning%20and%20Security.pdf>



The ESC accepts no responsibility for goods stolen from exhibits at any time.

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5. Delivery Address and Storage

Official Forwarder and Lifter for Acute Cardiac Care 2013:

FAIREXX Logistics for Exhibitions GmbH

Marienstrasse 28

12207 Berlin - Germany

Fax: +49 (0)30 44 03 47 79

Web Site: www.fairexx.de

Contact: **Mr. Florian Wallmann**

Tel: +49 (0)30 44 03 47 25

Florian.wallmann@fairexx.com

A shipping manual including documentation and deadlines required for customs clearance is available online at:

<http://www.escehhibition.org/ACC2013/default.aspx>



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Storage:

No refuse (e.g. empty cartons, crates or shipping/packing materials) may be left behind on your booth or in the aisles. If any exhibitor or contractor(s) leaves such materials behind, the costs of removing will be charged to the exhibitor. Please contact the Official Forwarder and Lifter (Fairexx) for handling and storage of your empty crates and other packing material during the Congress.

Roadfreight via advanced warehouse:

Your shipments should arrive at Fairexx local warehouse no later than **07 October 2013**, address as follows:

Warehouse address: TRANSFEREX S.A.
c/o FAIREXX Logistics GmbH
Pabellon De Servicios
Parque Ferial Juan Carlos I
28042 Madrid - SPAIN
Tel: +34 917 225 240
Fax: +34 917 225 242



Notify:

ACC 2013 - Exhibitor Name, Hall & Stand Number

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Full / Half Trailer Loads:

Should arrive directly at IFEMA Madrid in accordance with the official build-up dates and timeslots that should be booked from Fairexx. The time slot form is available online:

<http://www.escehhibition.org/ACC2013/default.aspx>

Fairground Address: IFEMA (Feria de Madrid)
c/o FAIREXX Logistics GmbH
Parque Ferial Juan Carlos I / **East Access!**
28042 Madrid - SPAIN

Notify: ACC 2013 - Exhibitor Name, Hall & Stand Number

Pre-advice: For your Roadcargo Shipments send in advance to
Fairexx by fax: +49 304 403 4779

- Trucking details (Truck n^o, haulier, ETA)
- Copy of invoice / packing list



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Airfreight Shipment:

Your airfreight shipments should arrive prepaid at MUNICH Airport (MUC) no later than **27 September 2013**, address as follows:

Consignee Address: MULTI LOGISTICS GmbH
Modul D/3.Stock
Südallee - Cargoterminal
D – 85356 München - GERMANY
Tel: +49 899 758 07 – 0

Notify: ACC 2013 - Exhibitor Name, Hall & Stand Number

Send your prepaid shipments with the Masterairwaybill to the above mentioned address. 4 original Invoices in English and the Packing list should be attached to the Airwaybill.

Pre-advice: Send to Fairexx at least one day before departure by fax: +49 304 403 4779

- 1 Copy of Airwaybill / Flight details
- 1 Copy of commercial invoice / packing list



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6. Stand Service Orders








Should you need any additional stand service, feel free to consult the order forms available on the stand services download area:

<http://www.escehhibition.org/ACC2013/default.aspx>

Important: The venue will provide IT, Waste disposal and catering. The other services will be provided by Local agencies.

**Deadline for stand orders:
27 September 2013**

Stand Services Download Area

Type	Name
	STAND CATERING ORDER NEW
	Hotel Auditorium - IT Technology Catalogue
	Hotel Auditorium - Waste disposal order form
	Exposistem - Stand construction Catalogue
	Exposistem - Stand package order form
	Exposistem - Prints and Graphics Catalogue
	Exposistem - Plants Catalogue
	Exposistem - Furniture Catalogue
	Exposistem - Electric Catalogue
	Exposistem - Cleaning and Security
	Exposistem - Carpets Catalogue
	Exposistem - Audiovisual equipment rental
	Extra staff and Hostesses - Order form



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7. Exhibitors Registration

Exhibitors are entitled to a certain number of free badges. The number of free badges for each Exhibitor will be determined according to the floor space allocated as shown below. Please note that company names other than those of listed exhibiting companies will not be produced or allowed.

Stand size between	Exhibitor badges allocation	
	General Exhibitor badges	Scientific Exhibitor Badges
9 and 49m ²	4	4
50 and 99m ²	8	8
More than 100m ²	12	12

Additional General Exhibitor badges:

If the number of free General Exhibitor badges is insufficient, extra Badges may be purchased at a price of **€35.54 per badge excl. VAT.**



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Badges access right

Exhibitor badges are reserved for staff working directly in the organisation and management of exhibits, satellite symposia and sponsored activities.

	General Exhibitor badges	Scientific Exhibitor badges	Delegate badges
Access to Exhibition Hall			
Access to Industry Sponsored Sessions *			
Access to Scientific Sessions			
Congress bag**			
Free Journal subscription			
EBAC Accreditation			

* General Exhibitor badges only give access to your own Sponsored Session

** Only 1 Congress bag per stand



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Industry Registration Opening Hours

Saturday 12 October	07:30 – 18:00
Sunday 13 October	07:30 – 18:00
Monday 14 October	07:30 – 17:00

Exhibitor Badge Orders

Exhibitor Badges should have been ordered before **12 September 2013** using the exhibitor badge order form available on:

<http://www.escexhibition.org/ACC2013/default.aspx>

For more information contact the registration team: euroaccreditation@escardio.org



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8. Badge Readers

Recording a prospective customer's information can be done by using one of the Acute Cardiac Care 2013 Badge Readers.

For more details, please consult the following web site:

<http://www.events-eurodocument.com/acutecc2013/eng/index.php>



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9. Stand Design and Activities Approval

Stand Drawings and Designs

- Each stand design should be approved by the ESC Industry Services Team and the technical advisor of the venue. ESC Industry Services Team will send to the exhibitor/stand agency an official email confirmation to build. 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.
- Exhibitors who have order a stand package from the local stand supplier should inform the ESC Exhibition

Stand Giveaways and Activities

All stand giveaways and activities need to be approved by the ESC Industry Services Team.

Please fill in the Stand Activity form available on:

<http://www.escexhibition.org/ACC2013/default.aspx>



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10. Important Reminders

Access

The Congress is only accessible to certified healthcare professionals, associated press, industry representatives and other stakeholders in the science, management and prevention of cardiovascular disease.

Payment

Please note that payment for stand rental must be made in full before the event.

Smoking

Smoking is forbidden throughout the Building. Ashtrays and ash urns are prohibited in the exhibit area.

Alcohol

Exhibiting Companies are not allowed to serve any alcoholic beverages from their stand.



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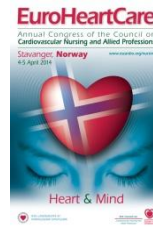
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11. Upcoming ESC Congresses



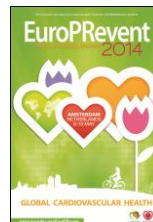
EuroEcho – Imaging 2013

11 -14 December 2013
Istanbul, Turkey



EuroHeartCare

4 – 5 April 2014
Stavanger, Norway



EuroPrevent 2014

08 - 10 May 2014
Amsterdam, The Netherlands



Heart Failure 2014

17 – 20 May 2014
Athens – Greece



Frontiers in Vascular Biology 2014

04 July – 06 July 2014
Barcelona, Spain



ESC Congress 2014

30 August – 03 September 2014
Barcelona, Spain



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If you have any questions about the Exhibition at Acute Cardiac care 2013, please contact:

EuroACCservices@escardio.org or +33 492 943 514

We look forward to welcoming you to a successful event in Madrid!



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