



SUPPORT AND EXHIBITOR GUIDELINES

GENERAL

All matters and questions not covered by the regulations are subject to the decision of ISMICS. "The Society" or "ISMICS" shall mean the International Society for Minimally Invasive Cardiothoracic Surgery, its committees, agents or employees acting for the management of the Scientific Meeting and Exhibition.

NATURE OF EXHIBITION

The ISMICS 2017 Annual Scientific Meeting includes a scientific exhibit designed to provide a showcase of products and services either specifically designed for, or customarily used in, purchasing or delivery of healthcare products.

ISMICS reserves the right to refuse rental space to any company whose products and services are not, in the opinion of the Society, compatible with the mission of ISMICS and the objectives of the ISMICS exhibition. The Society does not guarantee that any space will be available to any applicant. If space is not available, a waiting list will be held in the order of receipt of application and 50% deposit. ISMICS will either apply payment for the following year or refund all payments received in the event space does not become available. This will occur two weeks after the meeting.

TERMS IN CASE OF DEFAULT

If any exhibitor or partner fails to pay, when due, any sum agreed upon, or if any exhibitor or sponsors fails to meet any term or condition of the application, or fails to observe and abide by these Rules & Regulations, ISMICS reserves the right to terminate the contract immediately without refund of any monies previously paid. In any case, no refunds will be made on or after March 4, 2017.



SPECIAL NEEDS

Please contact the ISMICS office if you have a disability, which requires special accommodations.

ENTERTAINMENT AND PRIVATE MEETINGS

ISMICS controls all function space at the Hotel Cavalieri during the dates of the Annual Scientific Meeting.

Forms are available to rent rooms for company meetings, events and industry symposia in this prospectus. These events may only be held during designated times and will be charged a fee regardless if the event is held onsite or offsite. The Company assumes full responsibility for property damage, personal injury or death to any party, by reason of occurrences at or related to any such functions conducted by it. Signage and promotion will be allowed only in ISMICS designated areas and must be approved by ISMICS staff prior to display.

EXHIBIT SERVICE KIT

The Service Kit will be available online in **March 2017** and will provide you with complete information regarding:

- Shipping
- furniture rental
- utility services
- personnel registration
- pre-registration mailing lists
- product description requirements
- hotel reservations

and any additional information needed during installation, exhibiting and dismantling of your exhibit.

CHANGES

All times, program schedules and floor plans in this prospectus are subject to change based on the final program. All changes will be communicated in subsequent material.

PRELIMINARY PROGRAM

The ISMICS Preliminary Program will be posted on the ISMICS website in February 2017.



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DESCRIPTION

Allied events include any type of function of five or more people. This includes investigator meetings, focus groups, committee meetings, dinner meetings (offsite/onsite), staff meetings or hospitality rooms. Functions must be scheduled so as not to conflict with the official ISMICS program and attendance is by invitation only. Please refer below to determine the type of function you intend to hold and the corresponding pricing:

	<u>INDUSTRY</u>	<u>NON PROFIT</u>
<u>Investigator's Meeting</u>	\$ 2500	\$ 250
<u>Focus Group</u>	\$ 2500	\$ 250
<u>Offsite/Onsite Dinner Meetings</u>	\$ 1000	
<u>Hospitality Room</u>	\$1,000 / per day	\$ 250
<u>Staff Meeting</u>	\$ 750	\$ 250
<u>Staff Office*</u>	\$ 200	\$ 200

*(limited to 500 s.f.)

<u>These functions may take place during the following times only*</u>	
Tuesday 6 June 2017	All Day
Wednesday 7 June 2017	After 19.00
Thursday 8 June 2017	After 18.30

****times subject to change***