

### EXHIBITOR INFORMATION SHEET

#### EXHIBIT HALL LOCATION

The exhibits will be located in Grand Ballroom Salons A-C directly adjacent to the Scientific Sessions in Salons D-F.

#### Your exhibit fee includes the following:

- ✓ 10' x 10' Booth
- ✓ 8' high grey back drape | 3' high side grey drape
- ✓ Two exhibitor badges
- ✓ Listing on ISMICS website
- ✓ Program Book listing

#### EXHIBIT HALL HOURS AND FUNCTIONS\*

<b>Wednesday June 13</b>	<b>5:30 pm – 7:00 pm</b>
Welcome Reception	5:30 pm – 7:00 pm
<b>Thursday June 14</b>	<b>8:00 am – 11:45 am</b>
Reopens	<b>1.15 pm – 6.15 pm</b>
Morning Coffee Break	10:00 am – 10:45 am
Afternoon Coffee Break	3:15 pm – 3:45 pm
Exhibit Hall Reception	5:00 pm – 6:15 pm
<b>Friday June 15</b>	<b>8:00 am – 12:20 pm</b>
Reopens	<b>1:50 pm – 3:15 pm</b>
Coffee Break	10:20 am – 11:00 am
Afternoon Coffee Break	2:50 pm – 3:15 pm

**Offsite Attendee Reception\* – 6:30 pm – 8:00 pm**  
*See form in service kit*

*\*Times are subject to change based on final program.*

#### OFFICIAL CONTRACTOR

The official contractor is Freeman. You will find the forms you need to outfit your booth in the online service kit.

#### INSTALLATION OF EXHIBITS –

**Wednesday June 13 12:00 pm – 4:00 pm**

#### EXHIBITOR REGISTRATION FORMS

Exhibiting companies receive two (2) exhibit registrations per exhibit space. Additional exhibit badges may be purchased for \$150 per badge. For pre-registration, please return the Exhibitor Personnel Registration Form by **Friday May 28**.

#### PRE-REGISTRATION MAILING LIST

Mailing List Agreement Forms are due May 18. The pre-registration lists are available for \$500 per set. All mailing pieces need to be approved by Show Management prior to the release of the mailing list. See online order form.

#### ADDITIONAL EXHIBITOR REGISTRATION

##### OPPORTUNITIES

Exhibitors may attend the **Masters Day Courses** and the **Friday night Attendee Reception**. Additional registration will be required via the Exhibitor Event Registration Form, which can be found in the online service kit.

**Masters Day Courses\*\*:** (Please see registration form in Exhibitor Kit)

##### **Wednesday, June 13**

##### Morning (Sessions I & II):

- Minimally Invasive Surgical Approaches to Atrial Fibrillation
- Minimally Invasive Aortic Valve, Ascending/Arch and Hybrid Endovascular Thoracic Aortic Surgery
- Transcatheter Aortic/Mitral Valve Replacement: In the Surgical Domain

##### LUNCH BREAK SESSION:

Technical Challenges: Pitfalls and Disasters

##### Afternoon (Sessions I & II):

- Minimally Invasive Robotic and Coronary Surgery
- Minimally Invasive Mitral Valve Surgery
- Imaging for Transcatheter Therapies: Eyes of the "Surgeon Interventionist"

*\*\* Subject to change based on final program*

**June 15 Attendee Reception\* – Exhibitors welcome to register, Location TBD (\$50 fee) \***

*Please see registration form in Exhibitor Kit*

#### DISMANTLING OF EXHIBITS

**Friday June 15 3:15 pm – 6:30 pm**

All exhibits must remain intact until 3:30 pm on Friday and may not be dismantled or removed in whole or in part before that time. All materials must be removed by 6.30 pm. Dismantling prior to the end of the exhibition may result in a company not being invited to exhibit in future years.

#### SHIPPING INFORMATION/ CUSTOMS BROKER

All shipments originating outside Canada require Canada Customs Clearance and U.S Customs/Homeland Security (if applicable) on the return. Please call our toll free number at 1-877- 478-1113 to speak to a Customer Service Representative. Or email [exhibittrans.canada@freemanco.com](mailto:exhibittrans.canada@freemanco.com)

Shipping instructions continued....

Freeman will accept crated, boxed or skidded materials **beginning Monday, May 14, 2018**, at the address below. All shipments must be accompanied with a Certified Weight Ticket. "Full Load" trailers without a Certified Weight Ticket may be refused and sent to obtain requested documents. All shipments received at the warehouse **after June 7, 2018 are subject to additional late shipment charges.** Materials **must arrive by Monday, June 11, 2018.**

SHIP TO ADDRESS:

Exhibiting Company Name / Booth # \_\_\_\_\_

**ISMICS 2018**

C/O FREEMAN / YRC REIMER  
3985 STILL CREEK AVENUE  
BURNABY, BC V5C 4E2 CANADA

Please review the full Shipping Information on the link to [Freeman's online service kit](#) via the ISMICS Exhibitor Service kit [www.meetings.ismics.org/Industry](http://www.meetings.ismics.org/Industry).

**OUTBOUND SHIPPING**

**Please work with the onsite Freeman Service Center**

**ELECTRICAL, INTERNET & AUDIO VISUAL RENTAL**

You will find order forms in the online Freeman service kit

**HOUSING**

The deadline to reserve housing is May 11<sup>th</sup>. You can make online reservations via the housing link in the exhibitor's service kit.

**PRODUCT DESCRIPTIONS & GIVEAWAYS**

The Product Description & Giveaway Form is located in the online service kit. This form is due no later than May, 11<sup>th</sup>.

Product Descriptions: Your product description will appear in the ISMICS Insider which is the onsite Daily News as well as the mobile app.

Giveaways: Promotional items to be distributed should be compliant with your company's internal Advamed guidelines.

**ISMICS CONTACTS**

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