



GENERAL EXHIBITION INFORMATION

Exhibit Space: 8 x 5 ft. space
Fee: \$5,000

Your exhibit fee includes the following:

- 8ft. x 5 ft. exhibit space
- 6ft. draped table and 2 chairs
- Two (2) exhibitor badges
- Listing on ISMICS website
- Program listing

For more information contact:
Yvonne Grunebaum – Director of Industry Relations
ygrunebaum@prri.com or +978.299.4529

Exhibit space assignments are made on the basis of a priority point system, and date of receipt of the Application for Exhibit Space. The priority point system consists of three points provided annually (since 2002) for the first exhibit space contracted; and one (1) point for each additional space contracted.

Most companies are already participating through the on-site space selection held at the 2018 Annual Meeting. To obtain the benefit from the priority point system, companies will have the opportunity to sign up for exhibit space for the ISMICS 2020 Annual Meeting during the ISMICS 2019 Annual Meeting in New York City, NY. Companies will be invited to select space in order of their priority points.

**Exhibit space maximum of two spaces are allowed per non-sponsoring exhibitor.*

EXHIBIT DATES AND HOURS*

Wednesday May 29, 2019	5:00 pm – 7:00 pm	Includes Welcome Reception
Thursday May 30, 2019	7:00 am – 6:30 pm	Includes Continental Breakfast, Coffee Breaks and Reception
Friday May 31, 2019	7:00 am – 6:00 pm	Includes Continental Breakfast, and Coffee Breaks.

**All Times are subject to change based on final program*

EXHIBIT SET-UP AND BREAKDOWN

Installation: Wednesday, May 29	12:00 pm – 4:00 pm
Dismantle: Friday, May 31	6:00 pm – 8:00 pm

Exhibitors will have access to the exhibit area from 12:00 pm – 4:00 pm on Wednesday, May 29th. All exhibits must be set by 4:00 pm. The exhibits close at 6:00 pm on Friday, May 31st and dismantle may begin no earlier than 6:00 pm and must be completely cleared no later than 8:00 pm. Times are subject to change based on the final program.

LOCATION OF EXHIBITS

The exhibits will be located in North and South Pre-Function Area directly outside of the Westside Ballroom where the Scientific Sessions are located.

ADDITIONAL MEETING REGISTRATION BADGES

Each exhibit space includes 2 registrations for your company. **You may register additional industry personnel at the discounted price of \$150 per badge.** Industry registration includes Scientific Sessions, all breaks and social events.

APPLICATION AND DEPOSIT

Your exhibitor application must be accompanied by 50% of the contracted space fee in order to reserve space and must be received by January 4, 2019. The balance of the contracted space must be paid in full by March 1, 2019. Credit card information or checks (in USD only) should be sent to:

ISMICS - Attn: Yvonne Grunebaum
500 Cummings Center – Suite 4400, Beverly, MA
01915 USA Fax: +1.978.524.0461



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 2019 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 1, 2019.



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 Marriott Marquis Hotel 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 **February 2019** 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 2019.