DEAR RECENT AND PROSPECTIVE EXHIBITORS,

You are invited to exhibit at the upcoming International Society for Heart and Lung Transplantation’s Anniversary Meeting, ISHLT2020, the industry’s largest inter-disciplinary gathering of healthcare practitioners focused advanced treatment for end-stage heart and lung disease.

ISHLT2020 is set to take place April 22-25, 2020 at the Palais des Congrès in Montréal, Canada.

As an exhibitor at this premier event, you’ll experience direct contact with medical professionals who are key decision makers for cardiothoracic products and services. Our annual meeting draws over 3,800 attendees from more than 45 countries, representing more than 15 disciplines involved in the diagnosis, management and treatment of advanced heart and lung disease. In the past, our meeting attendees have said the exhibit hall is a great place for networking and learning about the latest industry news and developments.

You’ll also have ample time to network with our expected 4,000+ meeting participants – all consumers of a range of medical and pharmaceutical supplies, devices and services.

WHO ATTENDS
• Cardiologists, cardiothoracic surgeons, pulmonologists, allied health professionals, pharmacists, basic scientists, and many more
• Senior decision makers in advanced heart and lung failure from North and South America, Europe, and Asia-Pacific.

WHAT’S ON THE AGENDA
• The latest research results in basic, translational, and clinical translational science
• Late-breaking clinical trials
• Keynote speakers from leaders in the profession
• Invited lectures from experts in the field

HOW TO GET INVOLVED
• Visit ishlt.org for additional information on pricing, space and logistics
• Download this PDF to share
• Follow us on Twitter, Facebook and LinkedIn for updates. #ISHLT2020

Booth assignment will begin December 13, 2019. Be sure to submit your exhibitor application and full payment to lock-in the priority locations. For more information, contact Lisa Edwards at 972-490-9495 or email: lisa.edwards@ishlt.org.

Sincerely,

STUART SWEET, MD, PHD
ISHLT President
WHO WE ARE

ISHLT is dedicated to improving the care of patients with advanced heart or lung disease through transplantation, mechanical support and innovative therapies via research, education and advocacy.

We have more than 3,800 members from more than 45 countries, representing over 15 different professional disciplines involved in the management and treatment of advanced heart and lung disease. This multinational, interdisciplinary mix is one of the biggest strengths of the Society. It brings greater breadth and depth to our educational offerings and provides an exceptional environment for networking and exchanging information on an informal basis.

WHAT IS ISHLT2020?

ISHLT2020 is the can’t-miss event of the year for health professionals, who, in their daily work, are dedicated to improving the care of patients with advanced heart or lung disease. The Society’s preeminent meeting of the year delivers the most sought-after research and latest technologies – all while sharing knowledge for the purpose of improving patient care within the field. Through encouraging and stimulating research and promoting new therapeutic strategies, ISHLT2020 offers our members the platform to share their vast experience and expertise through invited lectures, symposia, research presentations, and networking opportunities.

DON’T MISS OUT, SUBMIT YOUR APPLICATION TO EXHIBIT AT ISHLT2020 TODAY AND START MAKING PLANS TO JOIN CLOSE TO 4,000 PARTICIPANTS IN MONTRÉAL.

WHO CAN EXHIBIT?

The ISHLT2020 Exhibition is limited to companies displaying products or services which are, in the opinion of ISHLT, related to the field of end stage heart and lung failure and of professional interest/benefit to the meeting attendees.

WHY YOU SHOULD EXHIBIT

What better way to capture the attention of key influencers than in the Exhibit Hall - consistently a participant favorite. Exhibitors at ISHLT2020 will interact with influential leaders who are passionate about keeping up with all the latest technologies, treatments and products. ISHLT has designed the exhibition to center around our exhibitors providing the latest updates on products, services, and equipment pertinent to the fields of mechanical circulatory support, heart and lung transplantation, advanced heart and lung disease, transplant related infectious diseases, pulmonary hypertension, and other related diseases and therapies. Taking place in the exhibit hall are industry theater sessions, coffee breaks, evening wine and cheese receptions, recharge lounges, and poster sessions - all guaranteed to draw delegates to the exhibit area.
WHO COMES TO ISHLT2020?

Based on past attendance and current trends, we anticipate ISHLT2020 will draw approximately 4,000 total attendees, including 3,500 healthcare practitioners from various specialty groups and geographic locations. Check out these figures to get an idea of the diversity of our membership, our typical meeting participant and more!

MEETING DELEGATES BY GEOGRAPHY

- **71%** NORTH AMERICA
- **19%** EAST/WEST EUROPE
- **4%** AUSTRALIA/ASIA
- **4%** ALL OTHER COUNTRIES
- **2%** SOUTH/LATIN AMERICA

MEETING DELEGATES BY PROFESSIONAL SPECIALTY

- **23%** CARDIOLOGISTS
- **16%** CARDIOTHORACIC SURGEONS
- **10%** ALLIED HEALTH PROFESSIONALS
- **10%** PULMONOLOGISTS
- **6%** RESEARCH
- **4%** PHARMACY
- **35%** OTHER
INFORMATION ABOUT THE EXHIBITION

MEETING LOCATION
ISHLT2020 will be held at the Palais des Congrès de Montréal, 1001, Place Jean-Paul-Riopelle, Montréal, Quebec, H2Z 1H2 Canada.

EXHIBIT LOCATION
The exhibit hall will be in Room 210DH on Level 2 of the Palais des Congrès. A preliminary floor plan is included within this prospectus. A final Exhibit Hall floor plan will be redesigned to accommodate contracted Exhibitor space requests and requirements to the extent possible.

ASSIGNMENT OF SPACE
Applications for exhibit space must be made on the Official Exhibit Application Contract. Initial assignment of space will begin on December 13, 2019, and will be based on total support for the Society, prior participation in Society exhibitions, date of receipt of application AND payment in full, booth size requirements, booth height, and location of space requested. Assignment of space to Exhibitors whose contracts and payment are received after December 13, 2019, will be made in order of the date of receipt of the application AND payment in full. Exhibitors wishing to avoid assignment of space adjacent to that of a particular competitor should note that on their applications. Careful consideration will be given to all such requests, but accommodation of such requests is not guaranteed and can affect preferred booth assignment.

SECURITY
A security guard will be provided during all hours that the exhibit hall is closed. However, the safekeeping of the Exhibitor’s property is the responsibility of the Exhibitor.

OFFICIAL EXHIBIT SERVICE CONTRACTOR
ISHLT has selected GES as the official Exhibit Service Contractor. They will furnish all Exhibitors with an Exhibitor Information and Service Manual in January 2020. The Service Manual will contain order forms for labor, booth carpeting, booth furnishings, accessories, spotlights, signs, audio-visual, electrical, telephones, wifi, shipping, etc. See Important Dates below for service order deadlines. GES will staff an Exhibitors’ Service Center during all move-in, move-out, and show hours.

GES MONTRÉAL
CONTACT PERSON: THERESA O’BRIEN
4280 rue Griffith
Saint-Laurent, QC H4T 4L6
Phone: 650.619.9990
Email: tobrien@ges.com

HOW TO RESERVE A BOOTH
You may submit your application and contract by mail or online. (No email or fax applications will be accepted.) Submit your completed Exhibit Booth Application and Contract by completing the application here. The date of receipt of payment in full (not the date of receipt of your booth application) will be used to determine your place in line for priority booth assignment. Or, complete the form at the end of this prospectus and mail it with your full payment to International Society for Heart and Lung Transplantation, 14673 Midway Road, Suite 200, Addison, TX 75001, USA. For faster processing and higher priority, we recommend that you complete the application online.

PROMOTIONAL & MARKETING OPPORTUNITIES,
CORPORATE EVENTS & SYMPOSIA, INDUSTRY THEATERS
Information about these opportunities is available at this LINK.
WHAT'S INCLUDED IN THE EXHIBIT FEE

BOOTH SIZE AND HEIGHT
Minimum Booth Size: 10’ x 10’

Ceiling Height: The exhibit hall ceiling height is 30’ H and the maximum island booth height is 20’ H. Inline and corner booths may not exceed a height of 8’. Please indicate your booth height on the exhibit contract. Please refer to the exhibition rules regarding exhibit booth configuration.

BOOTH COST
10’x10’ In-line Booth: $3,250 USD
10’x10’ Corner Booth: $3,750 USD
Island Booth: $50 USD per square foot

INLINE / CORNER INLINE BOOTH
The base booth price for inline booths includes the following:

- One 10’x10’ inline booth
- 8’ high draped back wall
- 3’ high draped side rails
- An identification sign listing the company name as ordered on the contract
- Unlimited exhibit personnel badges
- One pre- and post-meeting registrant list (includes name, institution, city, state, country)
- Listing in the Final Program Pocket Guide and ISHLT2020 Mobile App

ISLAND BOOTH
Island booth prices include the following:

- Exhibition floor space only
- Early access to the exhibit hall for booth building beginning on Monday, April 20
- Unlimited exhibit personnel badges
- Pre- and post-meeting registrant list (includes names, institution, city, state, country)
- Listing in the Final Program Pocket Guide and ISHLT2020 Mobile App

EXHIBIT BOOTH PERSONNEL/STAFF BADGES
Individuals registered as exhibit booth personnel must be employed by the Exhibiting Company and may be required to provide proof of such. Exhibit booth personnel badges allow access to the exhibit hall, poster hall, and Plenary Sessions only. Industry employees/consultants desiring to attend any of the other Scientific Sessions must register for the meeting at the Industry registration rate.

BOOTH FURNISHINGS
Only the exhibit hall aisles will be carpeted. The exhibit booth spaces are NOT carpeted. All furnishings, equipment, carpet, electrical, etc., required by the exhibitor shall be at the expense and responsibility of the Exhibiting Company and may be ordered through the official Exhibit Service Contractor Service Kit, to be distributed in January, 2020.
IMPORTANT DATES

EXHIBIT INSTALLATION HOURS
Exhibit Hall/Large Island Booth Build: Monday, April 20, 10:00 am – 10:00 pm (by appointment only)
Exhibit Hall Set-Up/Exhibitor Set-Up: Tuesday, April 21, 8:00 am – 10:00 pm
Exhibitor Move-In: Wednesday, April 22, 7:00 am – 9:30 am
(no motorized vehicles, lifts, power tools or hammering permitted at this time)

SHOW DATES & HOURS
Wednesday, April 22  9:30 am – 7:15 pm (Exhibit Hall Open)
5:45 pm – 7:15 pm (Exhibit Hall Reception)
Thursday, April 23 9:30 am – 7:15 pm (Exhibit Hall Open)
5:45 pm – 7:15 pm (Exhibit Hall Reception)
Friday, April 24  9:45 am – 4:30 pm (Exhibit Hall Open)

EXHIBITS DISMANTLING HOURS
Exhibit Hall/Booth Tear Down: Friday, April 24, 4:30 pm – 10:00 pm
Exhibit Hall/Booth Tear Down: Saturday, April 25, 7:00 am – 12:00 pm

CALENDAR
December 13, 2019 Initial Booth Assignments Made by ISHLT
January 2020 Exhibitor Service Manual Made Available by GES
January 27, 2020 Deadline to submit Exhibitor Product Description for inclusion in ISHLT2020 Final Program Pocket Guide
March 16, 2020 Deadline for submission of booth floor plans and specifications to GES and ISHLT for approval
Deadline for submission of Independent Exhibit Contractor form and Certificate of Insurance
Deadline for submission of application for Exhibition Handout/Giveaway Approval Form for approval
Deadline for Advance Registration of Booth Personnel
April 6, 2020 GES Service Orders Discount Deadline
April 20, 2020 Exhibit Hall/Large Island Booth Build 10:00 am (by appointment only)
April 21, 2020 Exhibit Hall Set-Up/Exhibitor Set-Up 8:00 am – 10:00 pm
April 22, 2020 Exhibitor Move-In 7:00 am – 9:30 am
Exhibit Hall Open 9:30 am – 7:15 pm
Exhibit Hall Reception 5:45 pm – 7:15 pm
April 23, 2020 Exhibit Hall Open 9:30 am – 7:15 pm
Exhibit Hall Reception 5:45 pm – 7:15 pm
April 24, 2020 Exhibit Hall Open 9:45 am – 4:30 pm
Exhibit Hall Tear-Down 4:30 pm – 10:00 pm
April 25, 2020 Exhibit Hall Tear-Down 7:00 am – 10:00 am
HOTEL RESERVATIONS

ISHLT has arranged for a large block of sleeping rooms at a number of hotels within walking distance of the Palais des Congrès. You will find hotel descriptions, rates and online booking access information on the ISHLT2020 website. You must make your hotel reservations via the Housing reservations link provided on the website. The housing link will be available in October. Rooms can be reserved at the ISHLT room rate through March 19 subject to availability. After March 19 all unreserved rooms will be released back to the hotels for public sale.

CORPORATE GROUP HOTEL RESERVATIONS

Corporate group blocks may be made by exhibiting companies only. Any request for 10 or more rooms must be submitted in writing to Christy Norcross, Christy.norcross@ishlt.org and approved by ISHLT. A sub-block contract with ISHLT will be required for group reservations of 10 or more rooms.

PREVIOUS ISHLT EXHIBITORS

Abbott
Abiomed, Inc.
Acelis Connected Health
Actelion Pharmaceuticals
ActiCare Health
Advent Health
Atara Biotherapeutics
Alere Home Monitoring
Bayer Healthcare
Bellerophon Therapeutics
Berlin Heart, Inc.
BiologicTx
Biotest
Bridge to Life
Cardiac Assist, Inc.
CareRx-Diaxonhit
CARMAT
CD Leycom
Centurion Medical Products
CHF Solutions
Corporate and Endowment Solutions
Elsevier
Essential Pharmaceuticals, LLC
Evaheart
Genetech (a Member of the Roche Group)
Genting
Gilead Sciences, Inc.
HeartWare (Medtronic)
Hibernicor LLC
Hugo Sachs, Harvard Apparatus
ImaCor, Inc.
Institut Georges Lopez
INTERNAC - Interagency Registry for Mechanically Assisted Circulatory Support
International Institute for the Advancement of Medicine
ISHLT Mechanically Assisted Circulatory Support Registry (IMACS)
ISHLT Thoracic Transplant Registry
Jackson Health System
Jarvik Heart Inc.
Kroger Specialty Pharmacy
Levotronics
Leviticus Cardio Ltd
Lippincott, Williams & Wilkins
Lophius Biosciences GmbH
Lung Biomed Engineering
Lung Biotechnology
Mallinckrodt Pharmaceuticals/Therakos (UK) Ltd
Medtronic
Maquet Medical Systems
Memorial Healthcare System
Methodist J.C. Walter Jr Transplant Center
MicroMed Cardiovascular
Microsurgery Instruments
Miliar, Inc.
Miller Pharmaceutical Group
Minnetronix, Inc.
Nebraska Medicine
Novartis Pharma
One Lambda, Inc. (A Thermo Fisher Scientific Brand)
Orthodynamics Company, Inc.
Paragonix Technologies, Inc.
Pedia
tic Heart Transplant Study (PHTS)
Pulmonary Hypertension Association
Quality Assured Services
ReinHeart Total Artificial Heart
ReliantHeart
Scanlan International, Inc.
Scholten Surgical Instruments, Inc.
St. Jude Medical
Sunshine Heart
SynCardia Systems, Inc.
Synthes CMF
TAI Diagnostics Inc.
TandemLife | LivaNova
Terumo Heart Inc.
Texas Children’s Hospital
TEVA
The Apothecary Shops
Therakos
Thoratec Corporation (Abbott)
TransMedics, Inc
United Network for Organ Sharing
United Therapeutics
University of Chicago Medicine
University of Florida Health Transplant Center
University of Minnesota Health
University of Pittsburgh Medical Center
Ventracor
ViroPharma
Vital Engineering
Vitrolife
Vivoline Medical AB
Wiley-Blackwell
Wisepress Ltd
World Heart Corporation
Xdx
XVIVO Perfusion AB
The exhibit booth application, properly executed by Exhibitor, shall, upon written acceptance by ISHLT, constitute a valid and binding contract. The following rules and regulations have been designed for the benefit of all Exhibitors.

**EXHIBITOR ELIGIBILITY**

The Exhibition is limited to companies displaying products or services which are, in the opinion of ISHLT, related to the field of end stage heart and lung failure and of professional interest/benefit to the meeting attendees. ISHLT reserves the sole authority to control all aspects of the ISHLT 40th Anniversary Meeting and Scientific Sessions and Exhibition and to determine the eligibility of any company and/or its product(s). ISHLT reserves the right to refuse applications from companies not meeting standard requirements or expectations. ISHLT reserves the right to curtail or close exhibits, wholly or in part, that reflect unfavorably on the character and purpose of the meeting. This applies to displays, literature, advertising, give-away, noise, conduct of persons, etc.

**PAYMENT AND CANCELLATIONS**

Total payment in full is due with the application for space. Applications will not be deemed received until payment in full is received and no space assignment will be made or reserved by ISHLT of payment in full.

This contract may be cancelled by the Exhibitor by written notice to ISHLT. Refunds will be made for cancellations as follows:

- **Prior to Jan 1:** 100% of booth cost
- **Jan 1 to Jan 31:** 75% of booth cost
- **Feb 1 to Feb 29:** 50% of booth cost
- **On or After March 6:** No refund

All refunds will be processed after the meeting.

The International Society for Heart & Lung Transplantation, its agents and employees, will not be liable for failure to hold the Meeting as scheduled. Payments for the booth space will be returned in the event of cancellation of the meeting, except that any actual expenses incurred or committed in connection with the Meeting will be prorated and deducted if the Meeting is cancelled because of fire, an act of God, the public enemy, strike, war, epidemic, or any law or regulation of public authority which makes it impossible, or impractical, or illegal to hold the Meeting.

**ASSIGNMENT OF SPACE**

Applications for exhibit space must be made on the Official Exhibit Application Contract. Initial assignment of space will begin on December 13, 2019 and will be based on total support for the Society, prior participation in Society exhibitions, date of receipt of application AND payment in full, booth size requirements, booth height, and location of space requested. Assignment of space to Exhibitors whose contracts and payment are received after December 13, 2019 will be made in order of the date of receipt of the application AND payment in full. Exhibitors wishing to avoid assignment of space adjacent to that of a particular competitor should note that on their applications. Careful consideration will be given to all such requests, but accommodation of such requests is not guaranteed and can affect preferred booth assignment. Assignment of space shall constitute an acceptance of Exhibitor’s offer to occupy space.

**INLINE AND CORNER BOOTH CONSTRUCTION/DIMENSIONS**

- 10’x10’ floor space increments
- 8’ high draped back wall
- 3’ high draped side rails
INLINE AND CORNER EXHIBITS MUST CONFORM TO THE FOLLOWING STANDARDS:

- No sidewalls or counters may exceed 40 inches in height
- No partitions other than the back and side dividers provided by the Exhibit Service Contractor will be allowed unless specifically approved in advance by ISHLT
- Backgrounds are limited to 8 feet in height
- Side walls and obstructions more than 40 inches tall may extend no more than 3 feet from the back line of the booth.
- Signage must be part of the exhibit booth structure. Signs may not be suspended from or attached to the exhibit hall.

ALL CORNER BOOTHS, INLINE BOOTHS LARGER THAN 10’ X 10’, AND ALL BOOTHS OPTING NOT TO USE THE PROVIDED BACK AND SIDE DIVIDERS MUST SUBMIT A FLOOR PLAN AND DESIGN SPECIFICATIONS TO GES AND ISHLT FOR APPROVAL. The floor plans must include an overview layout, front view layout, and the height of all components. The floor plans and design specifications must be sent by March 16, 2020 for approval to Lisa Edwards, ISHLT: lisa.edwards@ishlt.org and Theresa O’Brien, GES: tobrien@ges.com.

ISLAND BOOTH CONSTRUCTION/DIMENSIONS

- Exhibition floor space only
- 20’ maximum height

Island exhibits must be constructed so that there is at least 50% visibility of the exhibition hall from the aisle on any one side of the booth.

All island booths must submit a floor plan and design specifications for approval to GES and ISHLT for approval. The floor plans must include a birds-eye overview, a view showing the booth’s orientation in the exhibit hall, an elevation view of each side from the aisle perspective, and the length, width, and height of all components. The floor plans and design specifications must be sent by March 16, 2020 for approval to Lisa Edwards, ISHLT: lisa.edwards@ishlt.org and Theresa O’Brien, GES: tobrien@ges.com.

INSTALLATION AND DISMANTLING OF EXHIBITS

Exhibitors must install all exhibits and display materials by the opening hour of the exhibition. Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during the exhibition without written permission from ISHLT. Under no circumstances may dismantling occur before 4:30pm, Friday, April 24, 2020. Exhibitors will have until 12:00 pm on Saturday, April 25, 2020 to remove their exhibits from the facility.

FAILURE TO OCCUPY SPACE

Booth space no occupied by the exhibitor by 9:30 AM on Wednesday, April 22, 2020, is forfeited without refund to the exhibitor and space may be resold or used by ISHLT.

SUBLETTING OF SPACE

The Exhibitor agrees not to assign, sublet, or apportion the whole or any part of the space without the knowledge and written consent of the ISHLT.

CHARACTER AND USE OF EXHIBITS

All exhibits must conform to the standards set by the Health Convention and Exhibitors Association which include the following:

- Canvassing or distributing advertising materials outside the exhibitor’s own booth is not permitted. Solicitation of business, except by exhibiting firms, is prohibited.
- Contests, lotteries, raffles, and games of chance are strictly prohibited as such activities reflect unfavorably on the character of the meeting. Exhibitors may not register attendees for contests, lotteries, raffles, and games of chance that might be conducted during or after the meeting.
- The Exhibitor is permitted to demonstrate equipment and to make informational presentations regarding products or services in his/her booth only. All demonstrations and exhibits must be confined to the exhibit booths responsible for such demonstrations or exhibits. All literature and promotional materials may be distributed only within the booth space assigned.
- Exhibitors shall not conduct or permit any sale of goods or services of any kind in the exhibit or Annual Meeting areas. Order taking is permitted.
**HANDOUTS/GIVEAWAYS**

No bags of any kind may be distributed from any Exhibitor’s booth. Distribution of descriptive product literature, notepads, pens, and pencils is permitted. Other items may be distributed from the booth only if approved in writing by ISHLT. Requests for such approval must be received in writing by ISHLT no later than March 16, 2020. No unapproved items may be distributed. Any Exhibitor found distributing unapproved items will be required to cease distribution. Exhibition Handout/Giveaway Approval Forms can be obtained from the ISHLT website.

**EXHIBIT HALL STAFFING/ACCESS**

Exhibits must be staffed at all times during exhibit hours. Exhibit personnel will be permitted on the exhibit floor one hour prior to opening and may remain in the hall one half-hour after closing. ISHLT will have sole control over all admissions of persons to the Annual Meeting and the Exhibit area.

**CHILDREN’S ADMISSION TO THE EXHIBIT HALL**

Children are admitted in the hall during show days only when accompanied by a registered attendee or exhibitor. The accompanying person must remain with the child at all times during their visit, is responsible for the child, and assumes all liability for damage to exhibits and equipment. Children are not permitted in the exhibit hall during installation and dismantling of exhibits. To maintain a safe environment, strollers are prohibited. Contractual Obligation By submitting the official Exhibit Space Application, the exhibiting company agrees to abide by all rules and regulations outlined in this Prospectus. The exhibiting company will be held responsible for the activities of its company representatives, international affiliates, co-marketing partners, third-party contractors, contracted public relations and marketing firms, and/or any agency appointed on its behalf. It is the responsibility of the exhibiting company to disseminate the rules and regulations contained within this Prospectus among its staff and affiliates.

**OBJECTIONABLE MATERIAL AND ACTIVITIES**

Except for a Society scheduled event, no alcoholic beverages are permitted in booths or elsewhere in the Exhibit Area. ISHLT reserves the right to require modification of any questionable exhibit or activity and to refuse to permit distribution of souvenirs, advertising matter or anything else which it may consider objectionable. Contests, games of chance, lotteries, and raffles are strictly prohibited.

**REJECTIONS AND PENALTIES**

ISHLT reserves the right to restrict, reject, prohibit or eject any exhibit or Exhibitor which, because of noise, safety hazards, or for other prudent reasons, becomes objectionable, or for breach of any of these rules and regulations. Such termination may become effective during the meeting, at which time the Exhibitor agrees to close his/her exhibit upon receipt of a notice of termination, and thereafter remove his/her exhibit from the exhibition hall as soon as possible without disruption of the meeting. Expulsion of an Exhibitor shall not give rise to a claim for a refund of the fees paid by such Exhibitor.

**SMOKING**

No smoking is permitted within the exhibit hall or Palais des Congres at any time, including installation, exhibit hours, and dismantling.

**SOUND RESTRICTION**

Exhibitors may not use audible electronic, mechanical apparatus, or open audio systems that may be heard outside the exhibitor’s assigned space or may interfere or prove objectionable to attendees or other exhibitors. ISHLT reserves the right to require exhibitors to discontinue any activity that causes the annoyance or interference of others.

**INSURANCE**

Each exhibiting company is responsible for obtaining insurance (Liability and Fire/Theft) in such amounts deemed appropriate to comply with its obligations hereunder and for its own protection. Certificates of liability insurance must be submitted to Lisa Edwards and GES by March 6, 2020. Appointed contractors also are required to submit certificates of liability insurance. Exhibitors wishing to insure their exhibit materials, goods and/or wares of exhibits against theft, damage by fire, accident, or loss of any kind, must do so at their own expense.
LIABILITY
Each exhibitor, by signing the booth contract, agrees to protect, save and keep the International Society for Heart and Lung Transplantation, GES, the Palais des Congrès de Montréal, and their respective employees, representatives, agents, successors and assigns, forever harmless from any and all damages to their property and for any and all injuries to any person resulting from its exhibiting at this meeting and for charges imposed for violation of any law or ordinance by the exhibitor, his employees or agents as well as to strictly comply with the application terms and conditions as contained in the agreements between ISHLT, GES, and the Palais des Congrès de Montréal regarding the exhibition premises; and further, the exhibitor shall at all times protect, indemnify, save, and keep harmless ISHLT, GES, and the Palais des Congrès de Montréal against and from any and all loss, cost, damage, liability, or expense that arises out of or from, or by any reason of any act or omission of the exhibitor, his employees or agents. Exhibitors will be held responsible for any damage done to the buildings by it or its employees. No nails, tacks, or screws should be driven into the floor, walls or woodwork of the building.

FIRE AND SAFETY REGULATIONS
Exhibitor agrees to conform to all fire, safety, and other rules and regulations as provided and interpreted by the official Exhibit Service Contractor - Global Experience Specialists, Inc. and the Palais des Congrès de Montréal representatives. All exhibit decorations must be fire retardant. No open flames or tanks of gas may be used, nor may canopies be erected over exhibits. Exhibitor agrees to take necessary measures to safeguard visitors from any hazards associated with its exhibit.

MONTREAL EXHIBIT LABOR
Montréal is an extremely exhibitor friendly city. Exhibitors are allowed to install their own booths, use power tools, plug in electrical, stand on ladders and may also hand carry their freight into the exhibit hall. There are no local union constraints. GES Montréal has a unionized labor force but it consists of GES employees affiliated with the local CSN union. GES labor is their own and quality is excellent and consistent.

GRATUITIES
GES work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). GES employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

ALWAYS HONEST HOTLINE
GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest® hotline at (866) 225-8230 to report fraudulent or unethical behavior.

DELIVERY AND SHIPMENT OF MATERIALS
Exhibitors agree to ship and store their materials at their own risk and expense. Shipping, storage, and delivery arrangements may be made with the official exhibit services contractor, GES. Complete shipping and customs brokerage information will be available in the Exhibitor Services Manual.

INDEPENDENT CONTRACTORS
Exhibitors who plan to use a service contractor other than GES must notify ISHLT in writing no later than March 16, 2020. An Independent Exhibit Contractor form can be obtained from the ISHLT website. Such contractors are required to comply with all rules and regulations of the show. Such contractors must supply a Certificate of Insurance and form to ISHLT no later than March 6, 2020.

EXHIBIT PERSONNEL REGISTRATION
ISHLT registration badges must be worn at all times during meeting/show hours. An Exhibit Personnel Registration Form will be provided to exhibiting companies in February 2020. All individuals affiliated with an exhibit booth must be registered as exhibit personnel. Individuals registered as exhibit personnel must be employed by the Exhibitor. The exhibit personnel badge allows access to the exhibit area only. Exhibit personnel badges must be picked up on-site at the Exhibitor Registration Desk during published registration hours. If desired, Exhibitors may arrange to have one representative from the company collect all of the exhibit personnel badges for the company. Please indicate this on the Exhibit Personnel Registration Form. Company employees and consultants desiring to attend any of the scientific sessions must register for the meeting at the Industry registration rate. The meeting registration information can be found here.
MUSIC LICENSING
ISHLT has not obtained a music license authorizing the performance of either live or recorded music on the meeting's premises. As a condition of ISHLT's acceptance of the exhibitor's application, exhibitor hereby warrants and presents that not copyrighted music will be performed, either live or recorded, at the direction of the exhibitor floor or in company leased rooms during the meeting dates unless the exhibitor has obtained written permission from the copyright owner for such use. All copyright fees applicable to music or entertainment used as part of an exhibit are the full responsibility of the exhibitor. The exhibitor must make payment of the fees directly to the applicable copyright agency. Should the exhibitor violate the provision, the exhibitor agrees to indemnify, save, hold harmless, defend and bear all expenses as they are incurred by ISHLT and its respective directors, officers, agents, employees, and each of them, from and against any and all claims, costs, and expenses (including legal fees and expenses), demands, actions, and liabilities of every kind and character whatsoever with respect to the unauthorized use of copyrighted music.

USE OF ISHLT NAME, LOGOS, AND/OR ACRONYMS
The names, logos, and acronyms of the International Society for Heart and Lung Transplantation are proprietary marks. Use of the names in any fashion, by any entity, for any purpose, is expressly prohibited without the written permission of ISHLT.

USE OF ISHLT SCIENTIFIC PROGRAM CONTENT
Information presented during ISHLT2020 is the property of ISHLT and the presenter. Information may not be recorded, photographed, copied, photocopied, transferred to electronic format, reproduced or distributed without the written permission of ISHLT and the presenter. Any use of the program content that includes, but is not limited to, oral presentations, audiovisual materials used by speakers, and program handouts without the written consent of ISHLT is prohibited.

VIOLATIONS
Violation of any of these rules, regulations, and guidelines on the part of the exhibitor, his employees or agents, shall cancel the right to occupy space and will forfeit to ISHLT all money that may have been paid. Upon evidence of violation, management may re-enter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the expense of the exhibitor. The exhibitor shall pay all expenses and damages that ISHLT may incur thereby. In the event of a violation, ISHLT reserves the right to refuse exhibit privileges for the following year. Exhibiting companies participating in ISHLT2020 are responsible for communicating the rules, regulations, and guidelines of ISHLT to their agents, employees, contractors, and anyone connected with or authorized by the exhibiting company.
Exhibiting Company Name: ____________________________________________________________________________________________________________________________________

(Company Name, City, State, Country provided here will appear on booth identification sign in exhibit listing.)

Contact Person: ___________________________________________________________________________________________________________________________________

Address: _____________________________________________________________________________________________________________________________________________

City: ___________________________     State: _____________     Country: ___________     Post Code: _____________

Phone: _________________________     Email: _________________________________________________________________________________________

Authorized Signature: ______________________________________________________     Printed Name: ______________________________________________________

Assignment of booth space will be made by ISHLT in the order that the booth application and payment in full is received. Booth applications without payment will not be considered. The date that payment is received will be used for determining priority for booth assignments.

Booth assignments will be made by ISHLT based on total support for the Society, prior participation in Society exhibitions, date of receipt of application AND payment in full, booth size requirements, booth height, and location of space requested. Any concerns about your booth assignment must be made in writing to ISHLT within 10 days of receiving the assignment. ISHLT reserves the right to rearrange the floorplan or reassign booths to meet exhibitor space needs.

Please indicate your preferred booth locations below. Do not concentrate your choices in the same area.

1st Choice        _________________________________________________________         3rd Choice     ___________________________________________________________

2nd Choice     _________________________________________________________         4th Choice     ___________________________________________________________

BOOTH PRICES:

Booth Size:  10’ x 10’ minimum     Inside Booth:  $3,250      Corner Booth: $3,750     Island Booth:  $50/sq. foot

Total number of booths requested: ________________________     Total Booth Cost: _____________________     Exhibit Booth Height: _____________________

We prefer to be near: _____________________________________________     We prefer not to be adjacent to :  ____________________________________________

Products to be displayed:

☐   Pharmaceuticals

☐   Instruments

☐   Equipment

☐   Books

☐   Other: ____________________

In order to validate this contract:

1. We attach hereto our payment for $________________per the above rate schedule for the above quantity of booth(s).

2. We agree that space assigned to us shall be accepted by us, and we agree to accept reassignment, if necessary.

3. We agree to abide by the official exhibit Rules and Regulations regarding this exhibition.

Payment Method:   ☐ Check   ☐ VISA  ☐ AMEX   ☐ MasterCard                Checks must be payable in US dollars and drawn on a US bank.

Card Number: __________________________________________________________________________     Amount Enclosed/To Be Charged: $______________________

Card Holder Signature:_________________________________________________________     CSC Code:*_________________     Expiration Date: _________________

*CSC: Credit Card Security Code is the 3 digit code on the back of MC/VISA card and 4 digit code on front of AMEX card)

Cardholder Name:  _________________________________________________ (mandatory)     Cardholder Billing Zip/Postal Code: _____________ (mandatory)

Cardholder Billing Address: _________________________________________________________________________________________________________________________

FOR ISHLT USE ONLY: Date of Receipt: ___________________________ Total Due: $ ____________________ Amt. Paid: $ ____________________

Date Pd: $ ____________________     Balance Due: $ ____________________     Balance Paid: $ ____________________     Date Pd: $ ____________________

Booth(s) Assigned: __________________________________________________________________________________________________________________________________