

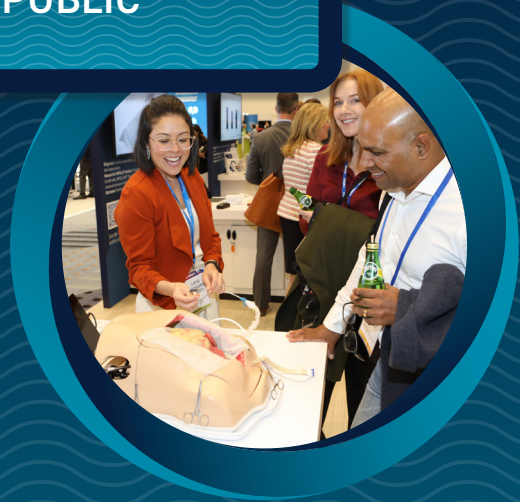
Exhibit and Support Opportunities

ISHLT2024

44th Annual Meeting & Scientific Sessions

9 April | Preconference
10-13 April | Annual Meeting

Prague Congress Centre
PRAGUE, CZECH REPUBLIC



**International Society for
Heart and Lung Transplantation**

A society that includes basic science,
the failing heart, and advanced lung disease

 @ISHLT
 @TheISHLT
 @TheISHLT
 /company/ishlt

ishlt.org/ishlt2024

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2024 EXHIBIT AND SUPPORT OPPORTUNITIES

ISHLT2024
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ishlt.org/ishlt2024
#ISHLT2024



ISHLT

A Society that Includes Basic Science, the Failing Heart, & Advanced Lung Disease



About ISHLT

The International Society for Heart and Lung Transplantation (ISHLT) is a not-for-profit, multidisciplinary, professional organization 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.

One of the Society's greatest strengths is its multinational mix of healthcare and allied professionals, with members from over forty-five countries representing more than fifteen professional disciplines involved in the management and treatment of advanced heart and lung disease.

For more information on who we are and how we practice, visit ishlt.org/about-ishlt/who-we-are.

About the ISHLT Annual Meeting & Scientific Sessions

The ISHLT Annual Meeting & Scientific Sessions is multidisciplinary, international, and one of the largest gatherings of healthcare practitioners, researchers, and allied health professionals focused on advanced treatment for end-stage heart and lung disease.

The Annual Meeting typically draws approximately 3,500 meeting participants from around the world. Over four days, these participants are immersed in the most sought-after research and latest technologies while sharing knowledge for the improvement of patient care.



ABOUT

EXHIBIT DETAILS

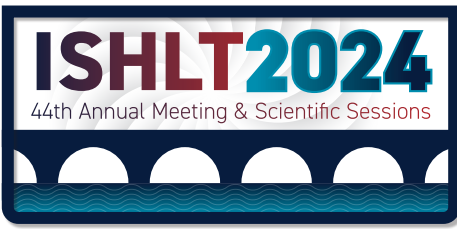
SUPPORT OPPORTUNITIES

ISHLT2024 – RELATIONSHIP AND THOUGHT LEADERSHIP

ISHLT2024 – MARKETING AND ADVERTISING

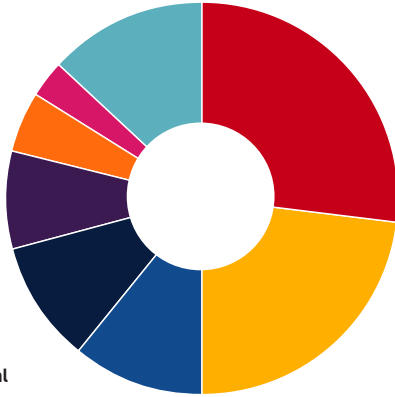
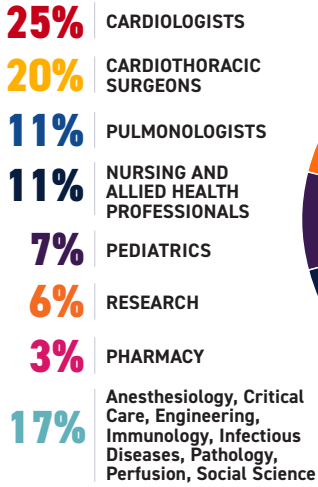
SUPPORT LEVELS

POLICIES

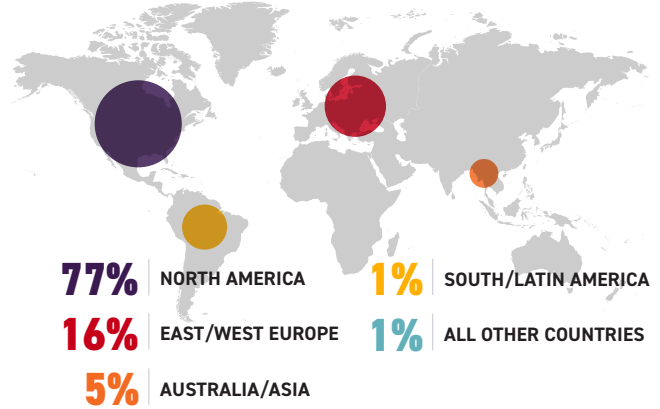


Who Attends?*

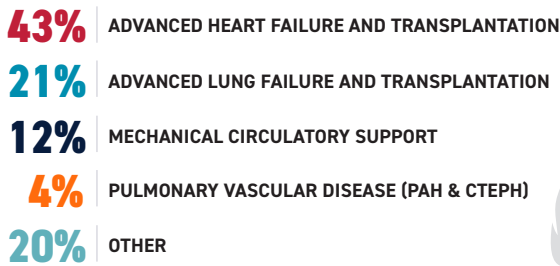
Meeting Delegates by Professional Specialty



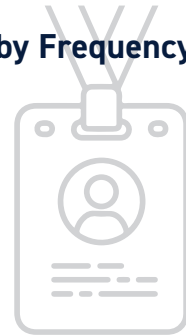
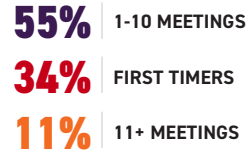
Meeting Delegates by Geography



Meeting Delegates by Core Therapy



Meeting Delegates by Frequency



Why Exhibit?

- ▶ Meet face-to face with medical professionals who are senior decision makers for cardiothoracic products and services.
- ▶ Increase visibility and strengthen your organization's position in the industry.
- ▶ Establish your organization as a thought leader and valuable partner in the cardiothoracic space.
- ▶ Share your latest updates, 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 related diseases and therapies.
- ▶ Build your contacts and strengthen or form relationships with consumers of a range of medical and pharmaceutical supplies, devices, and services.

* Based on data from the ISHLT2023 meeting in Denver, CO USA.

2024 Exhibit and Support Opportunities



How to Exhibit

To get started exhibiting at ISHLT2024, submit an **Exhibitor Application & Contract** along with full payment. Email and fax applications will not be accepted—you must apply online at the linked form.

SPACE AT THE ISHLT ANNUAL MEETING & SCIENTIFIC SESSIONS FILLS UP QUICKLY.

Submit an [application immediately](#) or no later than **Friday, 17 November, 2023** to hold your place in the queue.

Booth Assignment Policies

- ▶ The date payment has been received in full, not the date your booth application was submitted, will be used to determine your place in line for priority booth assignment.
- ▶ Priority will be extended to previous ISHLT Annual Meeting exhibitors and supporters, and organizations' total support for the Society will be considered when assigning exhibit space.
- ▶ To avoid being assigned adjacent to a specific company and/or competitor, be sure to list the company name(s) on your application. Careful consideration will be given to these requests but are not guaranteed.
- ▶ ISHLT reserves the right to determine final booth assignments.
- ▶ Booth assignments will be made in January 2024.

Who Can Exhibit?

Exhibition at ISHLT2024 is open to companies displaying products or services related to the field of advanced heart and lung failure and mechanical circulatory support, and of professional interest/benefit to the meeting attendees.



Booth Pricing and Specifications

Booth Cost

3 x 3 meters (9 square meters) In-line Booth: **\$4,000 USD**
21% VAT not included; VAT is subject to change without notice

6 x 6 meters (36 square meters) Island Booth: **\$30,000 USD**
21% VAT not included; VAT is subject to change without notice

**Combining booths will not be allowed, without prior approval.*

3 x 3 meters (9 square meters) Booth Package includes:

- ▶ **Exhibit booth consists of an open floor space.**
 - *Furnishings, walls/stands and carpet are not included.*
- ▶ General security guard service for the entire exhibit area
- ▶ Directory listing in the ISHLT2024 mobile app
- ▶ Complimentary exhibitor badges will be allotted per booth size as follows:
 - 3 x 3 meters: Five (5) complimentary exhibit exhibit area only badges per 9 square meters (*Personnel must be employed by the exhibiting company; allows access to the exhibit area, poster hall, and General Sessions only.*)
- ▶ Additional Exhibit Booth Staff badges with access to the exhibit area, poster hall, and General Sessions can be purchased for \$75 USD each.
- ▶ Exhibiting company employees/consultants who wish to attend Scientific Sessions must register for the meeting by purchasing an Exhibitor All Access Badge, which is a 10% discount off the standard Industry Registration Fee.
- ▶ One pre- and post-meeting registrant list of those who opted in to have their information shared with industry partners (lists include name, institution, city, state, country).

6 x 6 meters (36 square meters) Island Booth Package includes all benefits listed above, plus:

- ▶ **Exhibit booth consists of an open floor space.**
 - *Furnishings, walls/stands and carpet are not included.*
- ▶ Early access to the exhibit area for booth building beginning after 2:00 p.m. local time on Monday, 8 April, by appointment only.
- ▶ To reserve your time slot, email Lisa Collins at lisa.collins@ishlt.org.
- ▶ Complimentary exhibitor badges will be allotted per booth size as follows:
 - 6 x 6 meters (36 square meters): Twenty (20) complimentary exhibit area only badges per **36 square meters**.



Booth Size and Height

- ▶ **Minimum Booth Size: 3x3 meters (9 square meters)**
Policies around booth height:
 - The exhibit area ceiling height is 2.9 meters.
 - Maximum island booth height permitted is 2.8 meters.
 - Additional height restrictions may apply.
- ▶ Hanging signage is not allowed.
- ▶ 3 x 3 meter booths may not exceed a height of 2.5 meters.
- ▶ Indicate your booth height on the exhibit contract.
- ▶ Refer to the exhibition rules regarding exhibit booth configuration.

Carpet and Furnishings

The Exhibit Area is not carpeted. All furnishings, equipment, electrical, etc., required shall be at the expense and responsibility of the Exhibiting Company and may be ordered through the official Exhibitor Information and Services Manual, which will be distributed by EXPOsale in January 2024.

Exhibit Area Location and Floor Plan

Meeting Location

Prague Congress Centre

5. května 1640/65, 140 21 Praha 4-Nusle, Czech Republic

Exhibit Area Location

The exhibition area is located on the 2nd floor foyer of the Prague Congress Centre.

Health and Safety

The health and safety of ISHLT exhibitors, members, attendees, and staff is the highest priority of ISHLT, the Prague Congress Centre and general contractor, EXPOsale. We will follow recommended guidelines and protocols developed in consultation with Prague Congress Centre.

Exhibit Area Floor Plan

A **Preliminary Exhibit Area floor** plan is now available. A final Exhibit Area floor plan will be redesigned to accommodate contracted exhibitor space requests.

Official Exhibit Services Contractor

ISHLT has selected EXPOsale as the official Exhibit Services Contractor. They will furnish all exhibitors with an Exhibitor Information and Services Manual in January 2024.

The Services Manual will contain order forms for your booth labor, cleaning, furnishings, accessories, signage, audio-visual, electric, telephones, internet, shipping, etc. Additional guidelines will be provided, including safety and cleanliness protocol as it relates to booth cleaning requirements.

EXPOsale will staff an Exhibitors' Service Center to help during move-in, move-out, and show hours.

WHAT IS THE ISHLT FOUNDATION?

As you plan your spending for 2024, consider making a donation to the ISHLT Foundation. Your donations to the ISHLT Foundation are dedicated to funding research grants and other awards to build the next generation of researchers and clinicians around the world.

Support of the ISHLT and ISHLT Annual Meeting are conducted separately from these charitable gifts.

To learn more, visit www.ishlthfoundation.org.



Exhibit Area Move-In, Move-Out, and Show Hours

All times are in CEST, local time to Prague.

(Tentative Schedule only, the final schedule will be made available in January 2024.)

MONDAY, 8 APRIL

2:00 – 6:00 p.m.

All 6 x 6 meter booths and booths using an exhibitor appointed contractor booth build – *by appointment only. You must request, in writing, early access to the centre by emailing Lisa.collins@isHLT.org no later than 5 March.*

TUESDAY, 9 APRIL

8:00 a.m. – 4:30 p.m.

Exhibit Area Set-Up/EXPOSale Services Available

1:00 – 8:00 p.m.

Exhibitor Set-Up Only

WEDNESDAY, 10 APRIL

7:00 – 9:00 a.m.

Exhibitor Move-In
(no motorized vehicles, lifts, power tools or hammering permitted)

9:30 a.m. – 7:00 p.m.

Exhibit Area Open

9:30 – 10:00 a.m.

Exhibit Area Refreshment Break

2:30 – 3:00 p.m.

Exhibit Area Refreshment Break

6:00 – 7:00 p.m.

Opening Reception with Exhibitors & Poster Presentations

THURSDAY, 11 APRIL

9:15 a.m. – 5:30 p.m.

Exhibit Area Open

9:15 – 9:45 a.m.

Exhibit Area Refreshment Break

2:30 – 3:00 p.m.

Exhibit Area Refreshment Break

4:30 – 5:30 p.m.

Exhibit Area Reception & Poster Presentations

FRIDAY, 12 APRIL

9:30 a.m. – 5:30 p.m.

Exhibit Area Open

9:30 – 10:00 a.m.

Exhibit Area Refreshment Break

2:30 – 3:00 p.m.

Exhibit Area Refreshment Break

4:30 – 5:30 p.m.

Exhibit Area Reception & Poster Presentations

6:00 – 7:15 p.m.

Exhibit Area/Booth Dismantle
(no motorized vehicles, lifts, power tools or hammering permitted)

7:15 p.m. – 12:00 a.m.

Exhibit Area/Booth Dismantle *(motorized vehicles, lifts, power tools or hammering will only be permitted during this time).*

**The exhibit space must be vacant by end of day Friday, 12 April.
There will be no hours for dismantling on Saturday, 13 April.**

2024 Exhibit and Support Opportunities



ISHLT2024

ishlt.org/ishlt2024

Housing Details

Reservations

ISHLT has contracted guest room blocks at several hotels in Prague. You will find hotel descriptions and rates at the [ISHLT2024 housing webpage](#).

*NOTE: C-IN is the official housing company of the ISHLT2024 Annual Meeting & Scientific Sessions. The ISHLT website is the **only** place to book your housing for the ISHLT2024 Annual Meeting & Scientific Sessions. Contact by any company soliciting as the "official" ISHLT housing company, offering special non-refundable rates at ISHLT conference hotels, and requesting credit card information should be considered a scam. All exhibitors should be aware that no one from ISHLT or C-IN solicits directly by telephone for hotel bookings or special discounts.*

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 ISHLT Meetings and Industry Partnerships Manager Lisa Collins at lisa.collins@ishlt.org and approved by ISHLT.

Upon approval, a sub-block contract with ISHLT will be required for group reservations of 10 or more rooms. All subsequent contract communications regarding the sub-block contract will be managed by C-IN on behalf of ISHLT and the group organizer.



Key Dates

FRIDAY, 17 NOVEMBER, 2023

Deadline to submit exhibitor application.

JANUARY 2024

- ▶ Initial booth assignments made by ISHLT via email to contact listed on application.
- ▶ Exhibitor Information and Services Manual provided by EXPOsale.
- ▶ Official Housing opens to exhibitors.
- ▶ Registration opens to exhibitors.

1 FEBRUARY, 2024

Deadline to submit:

- ▶ Annual Meeting support application and payments.

14 FEBRUARY, 2024

Deadline to submit:

- ▶ Booth floor plans and specifications to ISHLT and EXPOsale for approval for 6x6 meter booths.
 - Submit for approval to Lisa Collins at lisa.collins@ishlt.org.

5 MARCH, 2024

Deadline to submit:

- ▶ EXPOsale service orders due to EXPOsale
- ▶ Certificate of Insurance - Required for all exhibiting companies.
- ▶ Notification of use of Exhibitor Appointed Contractor (EAC) and the **EAC form**.
- ▶ Request for **Exhibition Giveaway/ Catering Approval Form**.
- ▶ Exhibitor Company and/or Product Description for inclusion within the mobile app.

ISHLT2024

44th Annual Meeting & Scientific Sessions

ishlt.org/ishlt2024

 [#ISHLT2024](https://twitter.com/ISHLT2024)

Annual Meeting
Support Application
and payment due
**Thursday,
1 February, 2024.**

Support the ISHLT

ISHLT's Annual Meetings are attended by the world's premier specialists in treating advanced heart and lung disease. Participation is organized around the care team, ISHLT's unique interdisciplinary focus.

The Annual Meeting is your opportunity to connect with medical professionals from the global transplant community.

Secure Commercial Support!

GET STARTED



MEETING SUPPORT

Relationship and Thought Leadership Opportunities

Hosting a Corporate Event

A Corporate Event is any activity (staff meeting, sales meeting, press conference, symposium, seminar, workshop, dinner, reception, investigator meeting, advisory board meeting, marketing event, etc.) funded, organized, or offered by any for-profit commercial organization and held in the Prague area from Sunday, 7 April through Saturday, 13 April, 2024.

Companies who wish to conduct a Corporate Event must comply with the **Corporate Event Policies on Page 23** and submit a **Corporate Event Application Form** for approval.

Events for healthcare professionals (HCPs) approved by ISHLT prior to Thursday, 15 February, 2024 will be included in the Mobile App.



Interested in Securing an Industry Office?
Contact [Lisa Collins](#) for more information and pricing.

Industry Symposium (Twelve (12) one-hour sessions available)

Provide meeting delegates with information about current therapies and products in an hour-long, non-CME session. Your sessions will take place in ISHLT concurrent session meeting rooms. Room size and capacity will vary.

One-hour, In-Person, Non-CME Session | \$35,000 USD (12 opportunities)

21% VAT not included; VAT is subject to change without notice

All rooms available will accommodate more than 100 attendees.

**Maximum number of attendees will vary depending upon meeting room available*

SUPPORT INCLUDES:

- ▶ Session to take place in ISHLT concurrent session meeting rooms.
- ▶ Theater style room set (chairs only) with standard Audio/Visual equipment.
- ▶ Promotion on the ISHLT2024 mobile app.
- ▶ Signage outside the session room.

LOGISTICAL DETAILS:

- ▶ Session cannot exceed one hour.
- ▶ Room set: theater style (chairs only), riser, head table for 4 people, standing podium.
- ▶ Audio/Visual (AV) includes 1 podium microphone, 1 lavalier microphone, 2 head table microphones, 2 aisle microphones, 1 LCD projector, 1 screen, sound system, 1 laser pointer, dedicated AV technician, and laptop (presentations must be submitted to Orchestrate presentation management system prior to session).
- ▶ **The supporting company is responsible for securing and associated costs for:**
 - Additional AV needs.
 - Food and beverage: only box lunches and beverages are permitted.

- ▶ **The supporting company is responsible for securing and associated costs for:**
 - All print or digital invitations, brochures, flyers, signs, etc. must be approved by ISHLT and include the following easily readable text, placed prominently: **“This is an independent non-CME event and is not an official part of the ISHLT Annual Meeting & Scientific Sessions.”**
 - Additional cleaning fees imposed by the Prague Congress Centre for food & beverage and trash removal in the meeting room.

INDUSTRY SYMPOSIA SCHEDULE:

Wednesday, 10 April

11:45 a.m. – 12:45 p.m. Four (4) one-hour sessions available – held concurrently

Thursday, 11 April

11:45 a.m. – 12:45 p.m. Four (4) one-hour sessions available – held concurrently

Friday, 12 April

11:45 a.m. – 12:45 p.m. Four (4) one-hour sessions available – held concurrently

**Note: times and number of sessions may be subject to change based on ISHLT meeting schedule*

Companies who wish to conduct an Industry Symposium Session must comply with the Industry Symposium Session Policies found on page 26 and submit an **Industry Symposium Session Application** for approval. **Event applications are due no later than Thursday, 11 January, 2024.**

- ▶ Session time cannot conflict with ISHLT programming.
- ▶ Session times will be assigned by ISHLT.
- ▶ Industry Symposia will be held concurrently during each session hour.
- ▶ ISHLT cannot guarantee that your symposium time will not be held concurrently with industry competitors.
- ▶ Any materials distributed during industry symposium sessions by the supporting organization must be removed from the room at the conclusion of the session. This includes brochures, give away items or anything containing information about the supporting organization, the session, and all logo items. The supporting organization agrees to return the room in the condition that it was provided prior to the start of their session. Failure to do so will result in cleaning fees and/or the inability to host an industry symposium at future ISHLT meetings.

EXCLUSIVE

Opening Reception in Exhibit Area on Wednesday

\$80,000 USD 21% VAT not included; VAT is subject to change without notice

Be the host support at the Opening Reception, which brings together all attendees in the exhibit and poster area for an hour of networking, reconnecting, and interacting.

SUPPORT INCLUDES:

- ▶ Logo branding inside and outside the exhibit area displayed during the reception (provided by ISHLT).
- ▶ ISHLT will be responsible for ordering food and beverage (heavy hors d'oeuvres/stations and hosted beer and wine bar).
- ▶ Should you wish to add logo branded napkins you are welcome to do so, these items must be provided by your company.
- ▶ Promotion in mobile app, and other promotional messaging as determined by ISHLT.



EXCLUSIVE

First-Time Attendee Orientation and Welcome Breakfast on Wednesday

\$30,000 USD 21% VAT not included; VAT is subject to change without notice

Help welcome those new to the ISHLT community by supporting this networking event, which will include a review of the meeting program and meeting highlights by ISHLT president and program committee members.

SUPPORT INCLUDES:

- ▶ Opportunity to briefly address the group.
- ▶ Signage with sponsor logo displayed during the breakfast.
- ▶ Promotion in mobile app, and other promotional messaging as determined by ISHLT.

EXCLUSIVE

Meet the Experts Session on Wednesday Evening **NEW**

\$45,000 USD 21% VAT not included; VAT is subject to change without notice

Help welcome trainees and junior faculty by supporting this networking reception, which will allow trainees and junior faculty at ISHLT2024 to meet with ISHLT leaders, experts, and other senior faculty on a variety of topics.

SUPPORT INCLUDES:

- ▶ Opportunity to briefly address the group.
- ▶ Signage with supporter logo displayed during the reception.
- ▶ Promotion in mobile app, and other promotional messaging as determined by ISHLT.

Exhibit Area Refreshment Breaks

\$25,000 USD per break; Six (6) breaks available 21% VAT not included; VAT is subject to change without notice

Morning and afternoon breaks will take place in the exhibit area and include refreshments and light snacks.

ABOUT THE SUPPORT:

- ▶ Available dates and times will be assigned by ISHLT.
- ▶ Signage with supporter logo during the refreshment break.



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EXHIBIT DETAILS

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ISHLT2024 – RELATIONSHIP AND THOUGHT LEADERSHIP

ISHLT2024 – MARKETING AND ADVERTISING

SUPPORT LEVELS

POLICIES

Marketing and Advertising Opportunities

Pre-Event Media

Your message delivered to attendee's inboxes at key times. One exclusive support opportunity for each.

EXCLUSIVE

"Invite a Friend" Broadcast Email

\$5,000 USD 21% VAT not included; VAT is subject to change without notice

An email to registered attendees sent Monday, 26 February, encourages attendees to invite a friend to attend ISHLT2024.

SPECIFICATIONS AND SUPPORT INCLUDES:

- ▶ A banner ad at the bottom of the email.
- ▶ Banner ad specifications: 600 pixels wide X 150 pixels high / 90 PPI in PNG or JPEG format.
- ▶ **Banner ad due: Monday, 29 January, 2024.**

EXCLUSIVE

"Know Before You Go" Broadcast Email

\$15,000 USD 21% VAT not included; VAT is subject to change without notice

An email to registered attendees sent Tuesday, 2 April, with final details regarding ISHLT2024.

SPECIFICATIONS AND SUPPORT INCLUDES:

- ▶ A banner ad at the bottom of the email.
- ▶ Banner ad specifications: 600 pixels wide X 150 pixels high / 90 PPI in PNG or JPEG format.
- ▶ **Banner ad due: Friday, 1 March, 2024.**

EXCLUSIVE

"Event is Tomorrow" Broadcast Email

\$10,000 USD 21% VAT not included; VAT is subject to change without notice

An email to registered attendees sent Monday, 8 April, with a final reminder and details regarding ISHLT2024.

SPECIFICATIONS AND SUPPORT INCLUDES:

- ▶ A banner ad at the bottom of the email.
- ▶ Banner ad specifications: 600 pixels wide X 150 pixels high / 90 PPI in PNG or JPEG format.
- ▶ **Banner ad due: Friday, 1 March, 2024.**

EXCLUSIVE

Daily Conference Newsletter Broadcast Email

\$25,000 USD for all four (4) issues 21% VAT not included; VAT is subject to change without notice

Distributed to all delegates via email. Your 4-color advertisement in this newsletter prominently positions your company's message in front of members and delegates, every day of the meeting.

SPECIFICATIONS AND SUPPORT INCLUDES:

- ▶ Single advertiser gets a banner ad at the bottom of the email.
- ▶ Banner ad specifications: 600 pixels wide X 150 pixels high / 90 PPI in PNG or JPEG format.
- ▶ You may provide a different banner for each day of the conference, as long as all are turned in by the due date and it's clear which day each banner should be displayed.
- ▶ **Banner ads due: Friday, 1 March, 2024.**

Broadcast Email

\$10,000 USD, each (Three (3) opportunities available)

21% VAT not included; VAT is subject to change without notice

Includes one email blast sent by ISHLT to all pre-registrants of the ISHLT Annual Meeting who have opted in to receive information from ISHLT supporters regarding their products, programs and services. Perfect for notifying ISHLT delegates in advance of the products you will be displaying or about corporate events/industry theaters you will be conducting.

SPECIFICATIONS AND SUPPORT INCLUDES:

- ▶ **Your target send date must be agreed upon with ISHLT staff by no later than Monday, 8 January, 2024.** ISHLT reserves the right to review and approve your email or to suggest a different send date for your email.
- ▶ Fully coded HTML email content must be received by ISHLT 21 days in advance of your target send date.
- ▶ No broadcast emails may be sent after 4 April, 2024.
- ▶ Event announcement and/or event invitations must include the following text placed prominently and printed in a size large enough to be easily read: ***"This is an independent non-CME Event/ Product and is not an official part of the ISHLT Annual Meeting & Scientific Sessions."***

Advertise on the ISHLT2024 Annual Meeting Home Page

\$8,000 USD for 4 months 21% VAT not included; VAT is subject to change without notice

Add your message on the ISHLT2024 home page, a frequent stop for our members with more than 3,000 views during a meeting cycle. Ad space in a prominent location is available on the ISHLT2024 home page and can be linked directly to your organization's website.

AD SPECIFICATIONS:

- ▶ Lower Right Box (366 pixels wide x 416 pixels high).
- ▶ Format must be in JPG, JPEG, PNG, or GIF and at least 90 DPI.
- ▶ Maximum file size is 256 MB.

BRANDING OPPORTUNITIES

Charging Box

\$25,000 USD each (Three (3) available) 21% VAT not included; VAT is subject to change without notice

Keep attendees at full power! This support opportunity includes a charging box that charges devices quickly. **NOTE: Location to be assigned by ISHLT.**

SPECIFICATIONS AND SUPPORT INCLUDES:

- ▶ Logo branding on box or signage
 - Branding may only feature a logo and logo must be provided by supporting company by **Friday, 16 February, 2024.**
 - ISHLT will create charging box cling and/or signage.
- ▶ Additional items needed are the responsibility of the supporting company.
 - No logos, only company name allowed on the devices.
 - Specifications will be provided by ISHLT.
 - **Design must be approved by ISHLT by Thursday, 1 February, 2024.**



EXCLUSIVE

Mobile Meeting App

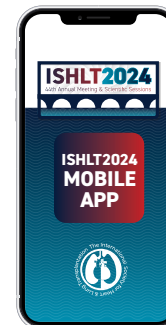
\$40,000 USD 21% VAT not included; VAT is subject to change without notice

Put your company's message right in ISHLT2024 attendees' hands with your exclusive support of the ISHLT Annual Meeting mobile app. Consistently rated a favorite by users (translating into over 137,000 splash page views per event!), the mobile app is the go-to resource guide for meeting attendees.

Artwork due: Thursday, 1 February, 2024

SPECIFICATIONS AND SUPPORT INCLUDES:

- ▶ Branded splash page (artwork provided by supporter and approved by ISHLT).
- ▶ Banner ad inside the app, linkable to company website (artwork provided by supporter and approved by ISHLT).
- ▶ Supporter branding and recognition on-site.



EXCLUSIVE

WiFi Access for Delegates

\$40,000 USD 21% VAT not included; VAT is subject to change without notice

Help ISHLT2024 delegates stay connected while away from home. Your support will provide wireless internet access throughout the meeting space.

SUPPORT INCLUDES:

- ▶ Customizable SSID and password, subject to convention center rules.
- ▶ Supporter branding and recognition on-site.

EXCLUSIVE

Badge Lanyards

\$30,000 USD 21% VAT not included; VAT is subject to change without notice

Badge lanyards are a great option for exposure to every attendee. Add your company name (no logos) and it will go everywhere they go.

SPECIFICATIONS AND SUPPORT INCLUDES:

- ▶ Lanyard can include company name (no logos).
- ▶ Supporting company is responsible for ordering, shipping, and cost of lanyards, but must work with ISHLT staff to ensure the correct lanyard type is ordered.
- ▶ Supporting company must submit a proof of lanyard type and design to ISHLT staff by **Thursday, 1 January, 2024.**
- ▶ Lanyards must be ordered by Thursday, 25 January, 2024.

SUPPORT QUESTIONS?

Have questions about becoming an event supporter? Let us know:

Lisa Collins, ISHLT Meetings and Industry Partnerships Manager

lisa.collins@ishlt.org

ABOUT

EXHIBIT DETAILS

SUPPORT OPPORTUNITIES

ISHLT2024 – RELATIONSHIP
AND THOUGHT LEADERSHIP

ISHLT2024 – MARKETING
AND ADVERTISING

SUPPORT LEVELS

POLICIES

Support Levels

Your support level will be based on your **total investment in ISHLT2024 Annual Meeting support items**. Your recognition will be based on support level achieved by 1 March, 2024.

Level	Support Benefits
<p>PINNACLE</p> <p>Total Investment: \$150,000+ USD</p>	<ul style="list-style-type: none"> ▶ Recognition in conference materials as Pinnacle Level Supporter. ▶ Company logo and recognition as Pinnacle Level Supporter on ISHLT2024 web page. ▶ Company logo and link to company website within the supporter section of the meeting app. ▶ Recognition in promotional emails and in ISHLTaccess. ▶ Recognition during opening remarks. ▶ 6 complimentary full scientific session registrations.* ▶ Social media recognition (up to 3 times).
<p>PREMIER</p> <p>Total Investment: \$75,000 USD - \$149,999 USD</p>	<ul style="list-style-type: none"> ▶ Recognition in conference materials as Premier Level Supporter. ▶ Company logo and recognition as Premier Level Supporter on ISHLT2024 web page. ▶ Company logo and link to company website within the supporter section of the meeting app. ▶ Recognition in promotional emails and in ISHLTaccess. ▶ Recognition during opening remarks. ▶ 4 complimentary full scientific session registrations.* ▶ Social media recognition (up to 2 times)
<p>PARTNER</p> <p>Total Investment: \$35,000 USD - \$74,999 USD</p>	<ul style="list-style-type: none"> ▶ Recognition in conference materials as Partner Level Supporter. ▶ Company logo and recognition as Partner Level Supporter on ISHLT2024 web page. ▶ Company logo and link to company website within the supporter section of the meeting app. ▶ Recognition in promotional emails and in ISHLTaccess. ▶ Recognition during opening remarks. ▶ 2 complimentary full scientific session registrations.* ▶ Social media recognition (once).
<p>FRIEND</p> <p>Total Investment: \$15,000 USD - \$34,999 USD</p>	<ul style="list-style-type: none"> ▶ Recognition in conference materials as Friend Level Supporter. ▶ Company logo and recognition as Friend Level Supporter on ISHLT2024 web page. ▶ Company logo and link to company website within the supporter section of the meeting app.

*Complimentary full scientific session registrations are subject to 21% VAT. This will be charged during registration and applied to the rate selected at checkout.

Secure Commercial Support!

GET STARTED

Corporate Events Policies and Pricing

Corporate Event

A Corporate Event is any activity (staff meeting, sales meeting, press conference, symposium, seminar, workshop, breakfast, lunch, reception, dinner, investigator meeting, advisory board meeting, marketing event, office, etc.) funded, organized, or offered by any for-profit commercial organization and held in the Prague area from Sunday, 7 April through Saturday, 13 April, 2024.

Companies who wish to conduct a Corporate Event must comply with the Corporate Event Policies and submit a **Corporate Event Application** and \$200 non-refundable deposit for approval. **Events for healthcare professionals (HCPs) approved by ISHLT prior to Thursday, 1 February, 2024 will be included in the Mobile App, when requested.**

Upon approval by ISHLT, companies may contact the event venue of their choice to secure space and make arrangements. All space rental, room set, AV, food and beverage, publicity, production, cleaning, and other costs associated with Corporate Events are the responsibility of the company.

Event pricing

The fees below apply to any event, regardless of location, including off-site venues.
All pricing is in US Dollars.

Corporate Events will include a \$200 USD non-refundable application fee per event, which will be applied to your total corporate event fee. If the Corporate Event is cancelled or you choose not to move forward, the \$200 USD application fee is non-refundable and cannot be applied to other support items.

Class A Event

Includes events up to 4 hours in length with **only company employees attending. Restricted times do not apply.**

Fee through 6 March

1-25 Attendees	26-50 Attendees	51-100 Attendees	101+ Attendees
\$1,000	\$2,000	\$3,000	\$4,000

Fee on or after 7 March

1-25 Attendees	26-50 Attendees	51-100 Attendees	101+ Attendees
\$2,000	\$3,000	\$4,000	\$5,000

21% VAT not included; VAT is subject to change without notice

Class B Event

Includes **all events with healthcare professionals (HCPs) in attendance**, whether held at the Prague Congress Centre, hotel, restaurant or any other venue.

Fee through 6 March

1-25 Attendees	26-50 Attendees	51-100 Attendees	101+ Attendees	200+ HCPs
\$1,500	\$3,500	\$7,500	\$30,000	\$45,000

Fee on or after 7 March

1-25 Attendees	26-50 Attendees	51-100 Attendees	101+ Attendees	200+ HCPs
\$6,500	\$8,500	\$13,500	\$35,000	\$50,000

21% VAT not included; VAT is subject to change without notice

* Attendees = Total number of Healthcare professionals and supporting organization's participants.

Guidelines for the presentation of scientific data and cases

Participants in the ISHLT Annual Meeting agree and confirm that studies involving human subjects adhere to the principles of the **Declaration of Helsinki** of the World Medical Association, adhere to the principles of the **ISHLT Statement on Transplant Ethics** and meet the informed consent requirements of the institution and country in which the study was performed.

Scheduling

- ▶ Class B Corporate Events may not be conducted during the restricted times listed below and cannot conflict with ISHLT programming.
- ▶ Events are limited to 2 hours, unless approved by ISHLT in advance.
- ▶ Additional fees will be applied for events exceeding 2 hours (based on ISHLT approval).
- ▶ ISHLT cannot guarantee that corporate events targeted to the same audience will not be scheduled simultaneously.

Restricted Dates and Times for Class B Corporate Events with Healthcare Providers (Central European Standard Time CEST)

Wednesday, 10 April	8:00 – 11:15 a.m. 1:15 – 7:00 p.m.
Thursday, 11 April	8:00 – 11:15 a.m. 1:15 – 7:15 p.m.
Friday, 12 April	8:15 – 11:15 a.m. 1:15 – 7:15 p.m.
Saturday, 13 April	8:00 a.m. – 2:15 p.m.

Should a Corporate Event take place without advance approval from ISHLT or during the restricted times, the responsible organization, and the organizer of the event will be prohibited from conducting a Corporate Event at the following year's meeting and may be prohibited from exhibiting at future ISHLT meetings.

Event Invitations/Announcements

- ▶ All invitations, broadcast emails, brochures, flyers, and other materials about Corporate Events where healthcare professionals are invited must carry the following text placed prominently and printed in a size large enough to be easily read: **"This is an independent non-CME event and is not an official part of the ISHLT Annual Meeting & Scientific Sessions."**
- ▶ All such materials must be approved by ISHLT in advance and may not be distributed anywhere at the ISHLT meeting venue other than from the exhibitor's booth or via door drops.

Signage

Placement of promotional signs in the ISHLT meeting venue for Class B Corporate Events is permitted, subject to the following restrictions and those imposed by the venue:

- ▶ No more than 3 promotional signs may be placed in the public spaces of the meeting venue, including directional signs.
- ▶ For evening events, signs may be placed no earlier than 3:00 p.m. on the day of the event.
- ▶ For daytime events, signs may be placed no earlier than 7:00 a.m. on the day of the event.
- ▶ Signs are not permitted inside any rooms where ISHLT Scientific Sessions are being conducted.
- ▶ Signs may not block any other signage.
- ▶ Final determination regarding timing and placement of all signs is at the discretion of ISHLT and the venue.
- ▶ Signs must be professionally printed and no larger than 40" wide X 90" tall.
- ▶ All signs regarding Corporate Events where healthcare professionals are invited must carry the following text placed prominently and printed in a size large enough to be easily read: **"This is an independent non-CME event and is not an official part of the ISHLT Annual Meeting & Scientific Sessions."**
- ▶ Sign content must be limited to ISHLT approved corporate events and industry symposia and may not include information about any ISHLT scientific sessions or presentations.
- ▶ Cost for production of signs, including easel rental, are the responsibility of the Corporate Event supporter.
- ▶ Signs that do not adhere to these policies will be removed by ISHLT.

LEARN MORE

ISHLT invites ideas and suggestions to enhance our members' and attendees' experience. Contact **Lisa Collins**, Meetings and Industry Partnerships Manager, at lisa.collins@ishlt.org to create a custom support package that will meet your objectives.



Industry Symposium Session Policies

An Industry Symposium Session is any hour-long, non-CME session providing information on current therapies and products.

Guidelines for the presentation of scientific data and cases

Participants in the ISHLT annual meeting agree and confirm that studies involving human subjects adhere to the principles of the **Declaration of Helsinki** of the World Medical Association, adhere to the principles of the **ISHLT Statement on Transplant Ethics**, and meet the informed consent requirements of the institution and country in which the study was performed.

Application and Payment due no later than 11 January, 2024.

One-hour, In-Person, Non-CME Session

\$35,000 USD (12 opportunities) 21% VAT not included; VAT is subject to change without notice

* *Maximum number of attendees will vary depending upon meeting room availability.*

All rooms will accommodate more than 100 attendees.

SCHEDULING

- ▶ Session time cannot conflict with ISHLT programming.
- ▶ Session times will be assigned by ISHLT.
- ▶ Industry Symposia will be held concurrently during each session hour.
- ▶ ISHLT cannot guarantee that your symposium time will not be held concurrently with industry competitors.
- ▶ Any materials distributed during industry symposium sessions by the supporting organization must be removed from the room at the conclusion of the session. This includes brochures, give away items or anything containing information about the supporting organization, the session, and all logo items. The supporting organization agrees to return the room in the condition that it was provided prior to the start of their session. Failure to do so will result in cleaning fees and/or the inability to host an industry symposium at future ISHLT meetings.

Available Dates / Times (Central European Standard Time CEST)

Wednesday, 10 April 11:45 a.m. – 12:45 p.m.

Thursday, 11 April 11:45 a.m. – 12:45 p.m.

Friday, 12 April 11:45 a.m. – 12:45 p.m.

(Note: Schedule subject to change based on ISHLT meeting schedule)

SPECIFICATIONS:

- ▶ Session cannot exceed one hour.
- ▶ Room set theater style, riser, head table for 4 people, standing podium.
- ▶ Audio/Visual (AV) includes 1 podium microphone, 1 lavalier microphone, 2 head table microphones, 2 aisle microphones, 1 LCD projector, 1 screen, sound system, 1 laser pointer, dedicated AV technician, and laptop.

- ▶ Presentations must be submitted to Orchestra presentation management system prior to session.
- ▶ Industry Symposium Session title must lead with **“Non-CME Industry Event offered by XCOMPANY NAMEX - XSESSION TITLEx.”**
- ▶ Introduction slide: Company logo may be included. The following prominently placed text must be added: **“This is an independent non-CME event and is not an official part of the ISHLT Annual Meeting & Scientific Sessions.”**

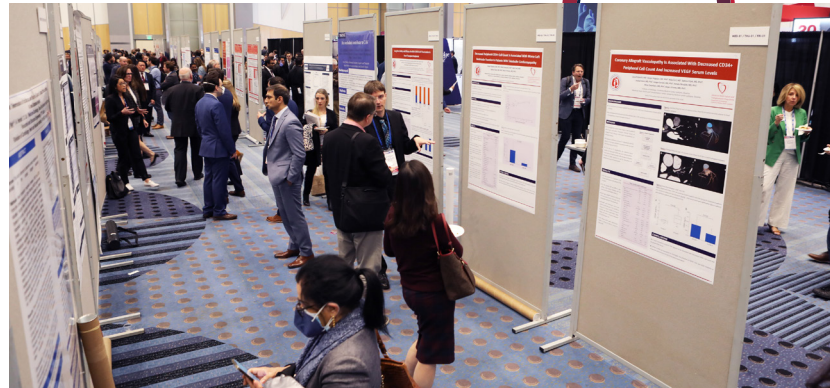
The supporting company is responsible for securing and associated costs for:

- ▶ Additional AV needs.
- ▶ Food and beverage – only beverages and box lunches are permitted.
- ▶ All print or digital invitations, brochures.
- ▶ Additional cleaning fees imposed by the Prague Congress Centre for food & beverage and trash removal in the meeting room.

EVENT INVITATIONS/ ANNOUNCEMENTS / PUBLICATION OF EVENT

All invitations, broadcast emails and other materials about Corporate Events to which health care professionals are invited must carry the following text placed prominently and printed in a size large enough to be easily read: **“This is an independent Non-CME event and is not an official part of the ISHLT Annual Meeting & Scientific Sessions.”**

All such materials must be approved by ISHLT in advance.



Secure Commercial Support!

GET STARTED

Commercial Support Terms and Conditions

Eligibility

Supporters and exhibitors are limited to companies representing products or services which are, in the opinion of ISHLT, related to the field of advanced 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 Annual Meeting & Scientific Sessions, and any ISHLT event, 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.

Use of ISHLT Annual Meeting & Scientific Sessions

Information presented during the ISHLT Annual Meeting & Scientific Sessions is the property of ISHLT and the presenter. Information may not be recorded, copied, 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, live or recorded presentations, audiovisual materials used by speakers without the written consent of ISHLT is prohibited.

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.

Assignment of Rights

Supporter/exhibitor grants ISHLT the right to use supporter's/exhibitor's name and logo in connection with the promotion and production of the ISHLT Annual Meeting & Scientific Sessions and JHLT: The Podcast and any ISHLT supported event.

Intellectual Property

Supporter/exhibitor represents and warrants to ISHLT that no materials used in or in connection with its Industry Symposium, Corporate Event, Webinar, Podcasts and/or demonstration material, including handouts, videos, and PowerPoint presentations infringe upon the trademarks, copyrights, or other intellectual property rights of any third party. The supporter/exhibitor agrees to immediately notify ISHLT of any information of which the supporter/ exhibitor becomes aware regarding actual or alleged infringement of any third party's trademarks, copyrights, or other intellectual property rights. The supporter/exhibitor agrees to indemnify, defend, and hold ISHLT and its agents, employees and successors harmless from and against all losses, damages and costs (including reasonable attorneys' fees) arising out of or related to claims of infringement by the supporter/exhibitor of the trademarks, copyrights and other intellectual property rights of any third party. Notwithstanding the foregoing, ISHLT shall not be liable and expressly disclaims all liability for infringement or

alleged infringement of the trademarks, copyrights, or other intellectual property of any third party arising out of the actions of a supporter/exhibitor.

Liability

Each supporter/exhibitor agrees to protect, save and keep the International Society for Heart and Lung Transplantation (ISHLT), EXPOsale, the Prague Congress Centre, C-IN, and Mobile App Vendor, Freeman and Schenker and their respective employees, representatives, agents, successors and assigns forever harmless from any and all loss, cost, damages, liability, expense, lost profits or other indirect, incidental, consequential or exemplary damages for any of their acts, omissions or insufficient participation in connection with the ISHLT Annual Meeting & Scientific Sessions. ISHLT is not liable for any errors in any listing or descriptions or for omitting supporter/exhibitor from the ISHLT Annual Meeting & Scientific Sessions.

ISHLT will take reasonable measures to ensure the ISHLT Annual Meeting & Scientific Sessions are available without interruption. However, difficulties with hardware, software, equipment, and services may result in service interruptions. In no event will ISHLT be liable to supporter/exhibitor for any loss, cost or damage that results from any period of downtime.

Force Majeure

Neither ISHLT nor EXPOsale, the Prague Congress Centre, C-IN, or Mobile App Vendor, Freeman and Schenker will be responsible for delays and/or defaults in its performance due to causes beyond its reasonable control, including, but without limiting the generality of the foregoing; acts of terrorism, wars, hostilities, revolutions, riots, civil commotion, national emergency, fire or explosion, flood, force of nature, embargoes, accidents, acts of God, or stability or availability of the internet, telecommunication system failure; technology attacks, epidemic; quarantine, viruses; strikes, total or partial failure of transportation and/or transportation facilities, supplies, acts of request of any governmental authority or any other cause beyond the control of ISHLT, EXPOsale, the Prague Congress Centre, C-IN, or Mobile App Vendor, Freeman and Schenker.

Violations

Violations of any of these rules, regulations and guidelines on the part of the supporter/exhibitor, employees or agents, shall cancel the right to support and/or occupy space and will forfeit to ISHLT all money that may have been paid. Supporters and exhibitors participating in the ISHLT Annual Meeting & Scientific Sessions are responsible for communicating the rules, regulations and guidelines of ISHLT to their agents, employees, contractors and anyone connected with or authorized by the supporter/exhibitor company.

Payment and Cancellation

Total payment in full is due with completed applications. If an invoice is requested payment is due within 30 days of receipt. Priority is given to applications that submit payment with their application. All payments must be made by 30 days prior to the meeting start date.

The invoice for your participation shall be issued by VMC, 1 Rond-point de l'Europe, 92250 La Garenne-Colombes/ France; FR VAT number: FR75523098614; CZ VAT Number: CZ682761770.

If for any reason, a company cancels its support and/ or exhibit opportunity commitment after returning the application, full payment is due upon cancellation. There will be no refunds.

Additional Commercial Support Agreement

Supporter/exhibitor agrees to sign an additional Commercial Support Agreement, which includes terms, conditions and purposes of commercial support for an independent educational activity. ISHLT, an ACCME-accredited "Accredited Provider" of continuing medical education, is committed to presenting Continuing Medical Education ("CME") activities, the content of which promotes improvements in physician performance or patient health status and is independent of the control of commercial interests. As part of this commitment, and in accordance with its Commercial Support Policy, the Accredited Provider will outline in the additional Commercial Support Agreement the terms, conditions and purposes for commercial support associated with its CME activities. Commercial support is defined as financial or in-kind contributions given by a commercial interest used to pay all or part of the costs of a CME activity.

Entire Agreement

This Agreement will constitute the entire agreement between supporter/exhibitor and ISHLT and may only be modified in writing, signed by both parties. ISHLT's rights under this Agreement are not deemed waived except as specifically stated in writing and signed by an authorized representative of ISHLT. If any term of this Agreement is declared invalid or unenforceable, the remainder continues in full force and effect. ISHLT may assign this Agreement or its rights or responsibilities hereunder to any other party. ISHLT shall have the sole authority to interpret and enforce all terms and conditions. Any and all matters not specifically covered herein are subject to decision by ISHLT and such decision shall be final. These terms and conditions may be amended at any time by ISHLT upon written notice to all supporters/exhibitors. Supporter/exhibitor expressly agrees to be bound by the terms and conditions set forth herein and by any amendments thereto adopted by ISHLT from time to time.

Any action arising out of this Agreement or the ISHLT Annual Meeting & Scientific Sessions must be brought in courts located in Cook County, Illinois, USA and governed by the laws of the State of Illinois, USA. Supporter/exhibitor hereby consents to the jurisdiction of such courts. ISHLT is entitled to re-cover reasonable attorneys' fees and costs in any action to enforce its Agreement. Supporter/exhibitor may not assign this Agreement to any other party, including a successor in interest without the prior written consent of ISHLT, in which circumstance support/exhibitor must guarantee performance of the assigned obligations. This Agreement is binding upon the heirs, successors and permitted assigns of supporter/exhibitor.

ISHLT2024

Exhibitor Rules and Regulations

The Exhibitor Application & Contract, executed by Exhibitor, shall, upon written acceptance by the International Society for Heart and Lung Transplantation (ISHLT), constitute a valid and binding contract. The following rules and regulations have been designed for the benefit of all Exhibitors and are part of the contract.

Contractual Obligation

By submitting the official Exhibitor Application and Contract, 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 to its staff and affiliates.

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 44th Annual Meeting & Scientific Sessions' Exhibition and determine the eligibility of any company and/or its product(s). ISHLT reserves the right to refuse applications from companies that do not meet the requirements.

Payment and Cancellations

Payment in full is due with the application for space. Applications will not be considered complete and space assignments will not be made until payment has been received.

The Exhibitor Application and Contract may be cancelled by providing written notice to ISHLT. Refunds will be issued based on the cancellation policy, below:

Prior to Thursday, 30 November, 2023:

Full refund, less 10% processing fee

Friday, 1 December, 2023 – Friday, 29 December, 2023:

50% of booth cost

After 29 December, 2023:

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 for any reason, including but not limited to fire, an act of God, the public enemy, strike, war, epidemic, or any law or regulation of public authority which makes it impossible, commercially impracticable, or illegal to hold the Meeting.

Assignment of Space

Applications for exhibit space must be submitted using the official Exhibitor Application and Contract. Initial assignment of space will begin in January 2024 and will be based on total support for the Society, prior participation in Society exhibitions, date of receipt of application, 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 17 November, 2023 will be made in order of the date the application was received, including payment in full, based on availability.

Exhibitors who wish 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 is not guaranteed and can affect preferred booth assignment. Assignment of space shall constitute an acceptance of Exhibitor's offer to occupy space.

Booth Construction

Inline Booth Construction/Dimensions and Standards to Follow:

- ▶ 3x3 meter floor space increments
- ▶ Each 3x3 meter space is an open floor plan with no furnishing or walls provided. Exhibitor is required to provide exhibit booth in accordance with the specifications listed below:
 - Backwalls and side walls cannot exceed 2,50 m in height.
 - Signage must be part of the exhibit booth structure no higher than 2,50 m.
 - Signs may not be suspended from or attached to the exhibit area.
 - Additional height restrictions may apply.
- ▶ Refer to **Prague Congress Centre Rules** for more information.

All inline booths larger than 3x3 meters must submit a floor plan and design specifications for approval to ISHLT and EXPOsale. 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 for approval by 14 February, 2024 to Lisa Collins at lisa.collins@ishlt.org.

6x6 meter Booth Construction/Dimensions:

6x6 meter booths are the largest booth size available. No modifications to the floorplan will be accepted. Combining booths will not be permitted.

- ▶ Each 6x6 meter space is an open floor plan with no furnishing or walls provided. Exhibitor is required to provide exhibit booth in accordance with the specifications listed below:
 - 2,80 m. maximum height
 - Signs may not be suspended from or attached to the exhibit space.
 - Additional height restrictions may apply
- ▶ Refer to **Prague Congress Centre Rules** for more information.

All 6 x 6 meter booths must submit a floor plan and design specifications for approval to ISHLT and EXPOsale.

The floor plans must include a birds-eye overview, a view showing the booth's orientation in the exhibit area, 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 for approval by 14 February, 2024 to Lisa Collins at lisa.collins@ishlt.org.

ISHLT reserves the right to modify the floor plan to accommodate space sales and/or avoid conflict and to relocate exhibit booths as necessary after consultation with exhibitors who are affected by the modification.

Installation of Exhibits

All exhibits must be fully installed by 9:00 a.m. on Wednesday, 10 April. Under no circumstances will the delivery or installation of any portion of an exhibit be permitted after this time or during the exhibition without written permission from ISHLT.

Removal of Exhibits

All exhibits must remain intact and staffed until 5:30 p.m. on Friday, 21 April and may not be dismantled or removed until that time. Exhibitors must clear the exhibit area no later than 11:59 p.m. on Friday, 12 April.

Failure to Occupy Space

Booth space not occupied by the exhibitor by 9:00 a.m. on Wednesday, 10 April is forfeited without refund to the exhibitor and space may be resold or used by ISHLT.

Subletting of Space

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 / Booth Conduct

All exhibits/exhibitors must conform to the following standards:

- ▶ Canvassing or distributing advertising materials outside the exhibitor's own booth is not permitted.
- ▶ Solicitation of business, except by exhibiting firms, is prohibited.
- ▶ 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, including distribution of literature and promotional materials.
- ▶ Exhibitor shall care for and keep in good order its occupied space. Cleaning and dusting of booth, display equipment and material will be the Exhibitor's responsibility.
- ▶ 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.
- ▶ 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.
- ▶ Exhibitor representatives shall always conduct themselves in an ethical and professional manner and in conformance with the Exhibitor Application and Contract, including these Rules and Regulations.
- ▶ Exhibitor may not enter another exhibitor's booth without obtaining permission. Lingering in the aisles surrounding another exhibitor's booth for the purpose of obtaining product information or distracting other booth personnel is strictly prohibited.
- ▶ Exhibitor may not photograph or videotape the booth, products, staff, or visitors of any other exhibitor without the express permission of the other exhibitor.
- ▶ ISHLT reserves the right to curtail or close exhibits, wholly or in part, which reflect unfavorably on the character and purpose of the meeting. This applies to displays, literature, advertising, give-away, noise, conduct of persons, etc.
- ▶ The exhibit area will be inspected during installation hours. Every effort will be made to advise exhibitors of any deviation from exhibit rules at that time. Exhibitors must make all corrections requested by ISHLT at their own expense or risk removal from the exhibition without notice and without obligation on the part of ISHLT for any refund. ISHLT reserves the right to expel or refuse admittance to any representative whose conduct is, in its opinion, not in keeping with the character and/or spirit of the Meeting.
- ▶ ISHLT does not in any manner endorse any of the products or services related to the exhibits that have been accepted for display during the Meeting.

Catering/Handout/Giveaway Approval

Should you wish to serve food and beverage or distribute items at your booth, an approval form must be received no later than 5 March. Any Exhibitor found serving food and beverage or distributing unapproved items will be required to cease. Exhibition Catering/Handout/Giveaway Approval Forms can be submitted [here](#).

Exhibit Area Staffing/Access

During exhibit area hours, your booth must be staffed at all times. Exhibit personnel will be permitted on the exhibit floor one hour prior to opening and may remain in the exhibit area 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 Area

Children under the age of 12 are not permitted in the Exhibit Area at any time. Children are admitted into the exhibit area during show days only when accompanied by a registered attendee or exhibitor. The accompanying person must always remain with the child during their visit, assumes responsibility and all liability for damage to exhibits and equipment. Children are not permitted in the exhibit area during installation and dismantling of exhibits. To maintain a safe environment, strollers are prohibited.

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 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 area 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 area or Prague Congress Centre 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 and Liability

It is the Exhibitor's sole responsibility to obtain, at its own expense, any and all licenses and permits and to comply with all local laws, ordinances and convention center rules and regulations for any activities conducted in association with or a part of the Exhibition.

Each exhibitor, by signing the Exhibit Application and Contract, agrees to protect, save and keep the International Society for Heart and Lung Transplantation (ISHLT), EXPOsale, the Prague Congress Centre, 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, EXPOsale, and the Prague Congress Centre regarding the exhibition premises; and further, the exhibitor shall at all times protect, indemnify, save, and keep harmless ISHLT, EXPOsale, and the Prague Congress Centre 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.

While on the premises, exhibition goods and packing materials shall be insured at the expense and risk of the Exhibitor. The Prague Congress Centre, ISHLT, Schenker or EXPOsale cannot accept any responsibility for damage, loss, theft, disappearance or injury of anything or anybody due to any cause. The Exhibitor and any contractors under exhibitor employment are obliged to take an insurance against third party risks before the start of the exhibition. The cost for this insurance and responsibility for its arrangement falls to the Exhibitor. Exhibitors should also be covered against any claims which may ensue from transportation to and from the Prague Congress Centre and against any claims which may be made by third parties, e.g., the Prague Congress Centre, the City and/or their insurers, in respect of injury or damage sustained in any way whatsoever inside or outside the Prague Congress Centre.

If any conditions within the Exhibition Services Kit for Participation are infringed, the responsibility for any accident will be exclusively with the Exhibitor who must have contracted an insurance policy for unlimited civil liability for harm to third parties, whether person or objects. In case of incidents caused by negligence or inaction on the part of exhibiting companies and their staff, the exhibiting company agrees to indemnify the Organizer against all direct and consequential losses.

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 Services Contractor, EXPOsale, and the Prague Congress Centre representatives.

No flammable materials may be used. Equipment displayed or demonstrated must be installed according to the safety regulations issued by the conference venue.

The fireproofing of the installations must be made by a qualified company issuing the certificate of an approved organization. Excessive audible and visual attention-getting devices or effects are prohibited. The exhibitor must have the certificate of reaction to fire of the materials used for the arrangement or decoration at the disposal of the conference venue.

Exhibit Labor

Exhibitors have the option of utilizing the official Exhibit Services Contractor, EXPOsale, who provides quality labor, qualified display houses or personnel from their own companies to install and dismantle displays. Full-time employees of exhibiting companies may set their own exhibits. Any full-time company personnel involved should have visible identification of their company status when engaged in these activities.

Gratuities

EXPOsale work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, products or gifts in kind by any employee. EXPOsale employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

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 shipping logistics provider. More information regarding shipping guidelines can be found [here](#). Complete shipping information will be available in the Exhibitor Services Manual.

Freight Handling

All work involved in the loading and unloading of all trucks, trailers, and common and contract carriers from the facility docks, including empty crates, and the operation of material handling equipment, is under the jurisdiction of Schenker.

All exhibitors are expected to comply with any union requirements in effect and as outlined in the "Show Site Work Rules" section of the Exhibitor Services Kit.

Storage of Crates and Boxes

Storage of crates and boxes can be arranged with Schenker, as outlined in the Exhibitor Services Online Manual. All cartons, crates, containers, packing materials, etc., that are necessary for re-packing, must be labeled with "empty" stickers, and they will be removed from the floor by Schenker. Crates and boxes cannot be stored behind booth displays. Proper identification tags will be available from Schenker.

Independent Contractors

Exhibitors who plan to use a service contractor other than those appointed by show management must notify ISHLT in writing on or before 5 March, 2024 by submitting an **Exhibit Appointed Contractor form**, which will be supplied in the Exhibitor Services Manual from EXPOsale. Independent contractors must abide by the following:

- ▶ Perform all services in a timely and professional manner, in accordance with ISHLT established deadlines.
- ▶ Not engage in solicitation of business on the exhibit floor for present and/or future conventions.
- ▶ Provide a Certificate of Insurance to ISHLT no later than 5 March, 2024.

Exhibit Personnel Registration

- ▶ Exhibit personnel will be able to register when meeting registration opens in January 2024.
- ▶ All individuals affiliated with an exhibit booth must be registered as exhibit personnel and employed by the Exhibitor.
- ▶ ISHLT registration badges must be worn during meeting/show hours.
- ▶ Each exhibitor will be required to collect their own badge.
- ▶ Complimentary exhibitor badges will be allotted per booth size as follows:
 - 3x3: Five (5) complimentary exhibit area only badges per 9 square meters.
 - 6x6: Twenty (20) complimentary exhibit area only badges per 36 square meters.
(Personnel must be employed by the exhibiting company; allows access to the exhibit area, poster hall, and General Sessions only.)
- ▶ Additional Exhibit Booth Staff badges with access to the exhibit area and poster hall can be purchased for \$75 USD each.
- ▶ Exhibiting company employees/consultants who wish to attend the plenary and scientific sessions must register for the meeting by purchasing an Exhibitor All Access Badge, which is a 10% discount off the standard Industry Registration Fee.

- ▶ Exhibitor badges are personal and are not to be given to anyone else. Exhibitors caught badge swapping will have their badge confiscated permanently. Supplemental badges or those altered or changed using a business card, ribbons or company logos are not permitted and may be confiscated. Exhibitor badges can be transferred only if the original badge is surrendered permanently at the registration desk. Exhibitor badges are made out in the name of the company shown on the exhibit registration and must contain the name of the company that is being represented at the meeting.

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 ISHLT2024 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.

Additional Health and Safety Guidelines

Exhibitors agree to adhere to health and safety guidelines provided in the Exhibitor Services Manual as well as all subsequent correspondence regarding safety and cleanliness protocol communicated by ISHLT, EXPOsale or the Prague Congress Centre.

Disabled Access

Stands that are built on top of wooden flooring, with a height of more than 19mm, must have at least one disabled access ramp that is at least 1.20m wide.

Security

As a courtesy to exhibitors, watchman service for the exhibit area will be furnished during the hours as deemed necessary by ISHLT, but the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor. The furnishing of such service is in no case to be understood or interpreted by exhibitors as a guarantee to them against loss or theft of any kind.

Refer to **Prague Congress Centre Rules** for more information on rules and regulations for exhibiting at the Prague Congress Centre.

Corporate Events

Companies wishing to conduct a meeting or a social event must complete a Corporate Event Application and submit a non-refundable deposit. Failure to submit the application with payment in advance of the meeting will result in loss of exhibition approval at future meetings. For guidelines, instructions, applications, deadlines, and applicable fees, please refer to page (enter page #) or contact Lisa Collins, Meetings and Industry Partnerships Manger Lisa.Collins@ishlt.org for more information.

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 ISHLT2024 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.

QUESTIONS?

ORGANIZER/EXHIBITION MANAGEMENT: ISHLT

Contact person:

Lisa Collins – Meetings and Industry Partnerships Manager
lisa.collins@ishlt.org

OFFICIAL EXHIBIT SERVICES CONTRACTOR: EXPOSale

Contact person:

Linda Škarková
Tel. +420 777 725 129
www.exposale.cz
Linda.Skarkova@exposale.cz

EXPOsale is responsible for:

- ▶ Exhibit stand building
- ▶ Furniture rental

Online Exhibitor Services Kit will include information regarding:

- ▶ Electricity
- ▶ Graphics
- ▶ Extra booth services (cleaning, internet, audiovisual, floral)

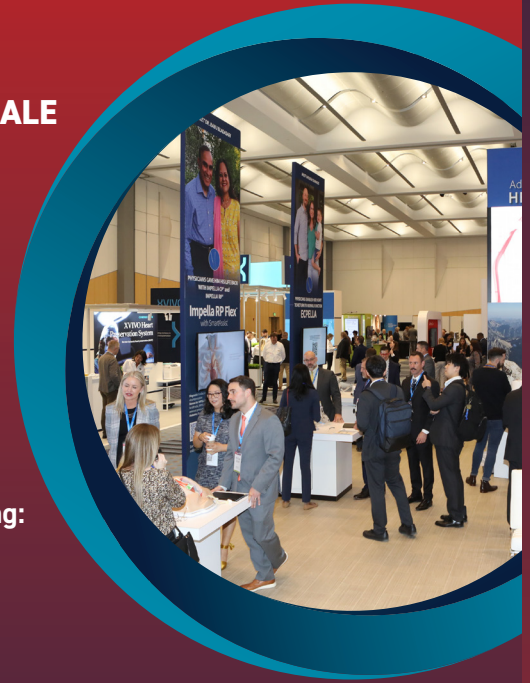
SHIPPING LOGISTICS PARTNER: SCHENKER

Contact person:

Martin Pedro Ulicny
Tel.: +420 242 405 160
Mobile: +420 724 067 382
martin.ulicny@dbschenker.com

SCHENKER is responsible for:

- ▶ Shipping activities (transport to our Prague warehouse/ show site)
- ▶ Inbound/outbound customs clearance – it regards consignments from countries outside EU only
- ▶ On-site handling services
- ▶ Loading and unloading activity
- ▶ Guarded storage of empties, full goods
- ▶ Return handling and return transport



ABOUT

EXHIBIT DETAILS

SUPPORT OPPORTUNITIES

ISHLT2024 – RELATIONSHIP AND THOUGHT LEADERSHIP

ISHLT2024 – MARKETING AND ADVERTISING

SUPPORT LEVELS

POLICIES