

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.