

Increasing collaboration. Expanding knowledge.

TMF2023

31st ANNUAL UNOS TRANSPLANT MANAGEMENT FORUM

May 16–18
Sheraton, Denver, Colorado

UNOS UNITED NETWORK FOR ORGAN SHARING

Sponsor/Exhibitor Terms & Conditions Agreement

Amendments – These Terms and Conditions have been formulated in the best interests of the Sponsors and Exhibitors as well as UNOS. All matters and questions not covered may be amended at any time by UNOS, and all amendments so made shall be equally binding on all parties affected by them.

Use of UNOS Name and Logo – The UNOS name and logo, including TMF artwork and marks, are the exclusive property of UNOS and any unauthorized use of the UNOS name and logo is prohibited. Sponsors/Exhibitors agree to not reproduce the UNOS name and/or logo on any digital or print promotional materials (i.e. advertisements, invitations, brochures, or any other collateral) without the express prior written approval of UNOS. Furthermore, a proof of the promotional material(s) produced by Sponsors/Exhibitors that include the UNOS name and logo will require a review period from UNOS of at least five (5) business days before their distribution. Promotional materials must be sent to meetings@unos.org for approval.

Independent Industry-Sponsored – The company must be a participating Sponsor/Exhibitor to have an independent industry-sponsored event or function and all events or functions must be in good taste and conform to the purpose of the UNOS TMF. Furthermore, no entertainment functions, meetings, courses or social functions intended to attract TMF attendees may be scheduled to conflict with the TMF's educational sessions, social events or exhibit hours.

Contact UNOS Meeting Partners meetings@unos.org in writing by **Monday, March 20, 2023**, requesting approval of any special activities (whether entertainment, educational or promotional in nature) for the period beginning **Monday, May 15, 2023** and ending **Thursday, May 18, 2023**.

Announcements and invitations addressed to attendees concerning such industry-sponsored events should clearly indicate the name(s) of the hosting Sponsor/Exhibitor. In addition, they must not imply, directly or indirectly, that the event is an official activity of the UNOS Transplant Management Forum.

Sponsor/Exhibitor Promotion – Distribution of handouts and giveaways must be confined to the Exhibitor's booth. Canvassing and distribution of advertising materials or giveaways in the exhibit hall is strictly forbidden. Exhibitors are also forbidden to:

- Distribute (or ask hotel employees to distribute) any materials to attendee rooms
- Display exhibitor signs outside the exhibit area
- Use undignified methods of attracting attention to an exhibitor's space

Exhibitors or Sponsors must submit written plans for any contests, demonstrations, drawings, etc., to UNOS Meeting Partners at meetings@unos.org by **Monday, March 20, 2023**. UNOS reserves the right to prohibit any exhibit, which in its judgment, may detract from the conference display and/or the exhibits as a whole.

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Attendee List – Access to the TMF attendee list and its data is a benefit to Sponsors and Exhibitors and not shared by UNOS to third parties for any other reason. The attendee list will be shared via email to the primary contact for each sponsoring and exhibiting company on **May 2, 2023**. The data in the attendee list may be shared internally by Sponsors and Exhibitors for marketing purposes, but it is strictly prohibited to reproduce, transfer, sell, or otherwise share the data externally. Any known unauthorized distribution of part or whole of the attendee list data by a sponsor or exhibitor will result in immediate action by UNOS. Further, data may not be added to a Sponsor or Exhibitor general mailing or subscription list. For additional information, reference the “Use of UNOS Name and Logo” provision, above.

Sponsor/Exhibitor Enrollment and Booth Selection – Enrollment and booth selection will open online on June 8, 2023. Exhibitor fees will be \$2,700 for a single booth and \$5,400 for a double booth from June 8, 2023 until **December 30, 2022**. On **December 31, 2022**, exhibitor fees will increase to \$3,000 for a single booth and \$6,000 for a double booth until enrollment and booth selection closes on **March 3, 2023**. UNOS cannot guarantee that a single booth or double booth will be included in an Exhibitor or Sponsor’s benefits package if their enrollment was received after all booths sell, or after December 2022, whichever comes first. If an Exhibitor or Sponsor who wishes to exhibit does not receive a booth due to unavailability, UNOS will contact them if a booth becomes available based on their date of enrollment.

Payment Schedule – Full payment for all Sponsorship and Exhibitor commitments will be due by **Friday, March 31, 2023**. If full payment is not received by **Friday, March 31, 2023**, UNOS reserves the right to not publish your company name and logo on all conference publications until payment is received.

Registration for Onsite Representatives – **ALL** Sponsor/Exhibitor representatives must register for the conference using the online TMF attendee registration site, which opens in January **2023**. The registration link can be found on the [UNOS website](#). Onsite booth representatives that have not registered prior to the conference must register **onsite** upon arrival at the conference.

Inability to Perform – If UNOS should be prevented from holding the Transplant Management Forum in its planned format by any cause beyond its control (such as acts of God, war, government regulations, disaster, strikes, civil disorder, epidemic, pandemic, material curtailment of transportation, elevation to terrorist threat condition RED as designated by the Department of Homeland Security), at any time in the hundred twenty days (120) days preceding the first date of the event or any time during the event, or other emergencies making it commercially impracticable, illegal or impossible for UNOS to hold the meeting, UNOS reserves the right to convert the forum to a virtual conference or reschedule the event.

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If UNOS converts the forum to a virtual conference, it will continue to provide sponsorship and exhibiting opportunities. Furthermore, UNOS will not refund the Sponsor's or Exhibitor's financial commitment should UNOS convert the TMF to a virtual conference or reschedule the event.

If a rescheduled event conflicts with an Sponsor's or Exhibitor's schedule, or if the Sponsor/Exhibitor elects to not participate in a virtual conference, the Sponsor/Exhibitor may elect to (a) reallocate their financial commitment to UNOS Transplant Management Forum 2023; (b) seek a credit of equal or lesser value to be used at any UNOS event within 365 days of **Monday, May 15, 2023**; or (c) donate full Sponsorship or Exhibitor fees to UNOS as a fully tax-deductible gift. If the Sponsor/Exhibitor elects to not participate in a virtual TMF, they must notify UNOS of their decision within 2 weeks of the announcement from UNOS that the TMF was converted to a virtual conference. UNOS shall have no further obligation or liability to the Sponsor/Exhibitor.

Cancellation – If a Sponsor/Exhibitor cancels at any time, for any reason, the Sponsor/Exhibitor will be responsible for their entire Sponsorship or Exhibitor fee. Cancellations must be submitted in writing to meetings@unos.org by February 17, 2023. If the Sponsor/Exhibitor cancels before **February 17, 2023**, they will receive a credit worth 75% of their Sponsorship or Exhibitor fee to use toward a future UNOS event within 365 days of **Monday, May 15, 2023**. If the Sponsor/Exhibitor cancels on or after **February 17, 2023** but on or before **April 14, 2023**, the Sponsor/Exhibitor will receive a credit worth 50% of their Sponsorship or Exhibitor fee to use toward a future UNOS event within 365 days of Monday, **May 15, 2023**. If the Sponsor/Exhibitor cancels after **April 14, 2023**, they forfeit any credit toward a future UNOS event. If UNOS cancels the TMF for any reason other than Inability to Perform, Sponsors and Exhibitors may elect to (a) reallocate their financial commitment to UNOS Transplant Management Forum 2023; (b) seek a credit of equal or lesser value to be used at any UNOS event within 365 days of **Monday, May 15, 2023**; or (c) donate full sponsorship or exhibitor fees to UNOS as a fully tax-deductible gift. UNOS shall have no further obligation or liability to the Sponsors/Exhibitors.

UNOS Care and Cleanliness Commitment – UNOS' top priority is the safety and wellbeing of all attendees. We will partner with the hotel and follow CDC and the local, city and state public health recommendations regarding considerations for enhancing protection of individuals during the event.

For all inquiries or requests for modifications or accommodations, including for accommodations under the Americans with Disabilities Act (ADA), please contact UNOS Meeting Partners at meetings@unos.org by **Monday, March 20, 2023**. Each Exhibitor is responsible for ADA compliance within their assigned space, including ensuring access to their booth.

Liabilities – The Sponsor/Exhibitor agrees that UNOS shall not be liable for any damage, theft or injury to equipment or persons during the duration of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by the Exhibitor, or any other person present with the consent of the Exhibitor. The Sponsor/Exhibitor will indemnify and withhold from

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UNOS all liability whatsoever, caused by breach of obligation by the Sponsor/Exhibitor or its representatives.

The Sponsor/Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of Sponsor's or Exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless UNOS from any and all such losses, damages and claims.

Official Decorator is Alliance Nationwide Exposition – All confirmed exhibitors receive an email in **January 2023** containing the service kit link.

Standard Exhibit Equipment – The exhibit space consists of 8' deep and 10' wide booth space, (1) 6-foot table with (2) chairs and (1) waste paper basket. Any additional furniture and other equipment must be ordered through the official decorator, UNOS reserves the right to prohibit any exhibit, which in its judgment, may detract from the TMF and/or the exhibits as a whole. Exhibits should not impinge upon other Exhibitors' spaces.

Film, Sound Devices and Lighting – Sound movies, slide shows and other audio devices must be kept at conversational level and must not be objectionable to neighboring exhibitors. Any equipment that emits excessive noise must be run intermittently for specific demonstrations only. UNOS reserves the right to restrict or prohibit the use of glaring or objectionable lighting.

Fire, Safety and Health – The Exhibitor assumes all responsibility for compliance with local, city and state ordinances covering fire, safety and health. Exhibitors must provide the necessary safety items to protect others from exhibited equipment and materials. All parts of displays must be made of flameproof materials and must meet the specifications of local fire authorities. Additionally, the Exhibitor assumes responsibility for ensuring all electric signs and wiring meet the specifications of local fire authorities.

Subletting of Space – Subletting of space is prohibited.

Unoccupied Space – UNOS reserves the right, should any rented exhibit space remain unoccupied, or should the space be forfeited due to failure to make payment, to rent such space to another exhibitor. Sponsors/Exhibitors shall in no way infringe upon or take over such unoccupied space.