UNOS
TRANSPLANT MANAGEMENT FORUM
April 25–27
Loews Sapphire Falls Resort at

Celebrating 25 Years

TMF2017
Exhibitor and Sponsorship Information

As a valued sponsor and/or exhibitor, we want to invite you to the 25th Annual UNOS Transplant Management Forum (TMF) and give you the first opportunity to secure your sponsorship or exhibitor space at this milestone event. The 25th Anniversary TMF will take place April 25-27, 2017 at the Lowes Sapphire Falls Resort at Universal Orlando, Florida. Each year, the UNOS TMF draws hundreds of transplant administrators, clinical and financial coordinators, OPO executives and staff, social workers and transplant professionals. It remains one of the most informative, educational meetings of its kind. For the last three years we’ve had record breaking attendance. The UNOS Transplant Administrators Committee invites you to be a part of this exciting educational forum.

Sincerely,

James E. Pittman, RN, MSN
UNOS Transplant Administrators Committee Chair

Guarantee your exposure to this diverse field of transplant professionals

- Introduce your products and services to end users and decision makers
- Use the low ratio of attendees to exhibitors to build relationships with your target market
- Attend educational sessions to maintain your knowledge of the field you serve
- Network with the largest gathering of transplant professionals in the country

Forum exhibitors receive:

- One full-meeting registration for booth representative
- Reduced registration fee for two additional people
- Listing on the UNOS website TMF page
- 25-word description of your company in the TMF meeting syllabus
- Advance copy of attendee mailing list

Meeting History

<table>
<thead>
<tr>
<th>Year</th>
<th>City</th>
<th>Attendance</th>
<th>Number of Exhibit Booths</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>Indianapolis</td>
<td>524</td>
<td>52</td>
</tr>
<tr>
<td>2015</td>
<td>San Diego</td>
<td>548</td>
<td>55</td>
</tr>
<tr>
<td>2014</td>
<td>Baltimore</td>
<td>551</td>
<td>52</td>
</tr>
<tr>
<td>2013</td>
<td>New Orleans</td>
<td>470</td>
<td>49</td>
</tr>
<tr>
<td>2012</td>
<td>Puerto Rico</td>
<td>407</td>
<td>50</td>
</tr>
</tbody>
</table>

Important Dates:

- December 12, 2016:
  - Online conference registration opens and reduced hotel rate becomes available
- February 8, 2017:
  - Deadline for sponsorship and exhibitor contracts and payment to UNOS
- March 7, 2017:
  - Deadline to submit sponsor logos and exhibitor descriptions to UNOS (if submitted after March 7, you will not be listed in the meeting syllabus.)
  - Deadline to register onsite booth representatives
- April 3, 2017
  - Cut-off date for making hotel reservations to guarantee room rate
Sponsorship Opportunities

The UNOS TMF offers a variety of cost-effective opportunities to increase your organization’s visibility and attendee awareness of your services and/or products. All sponsors will be showcased in the meeting materials and signage – including on the exhibit hall entrance unit, on the UNOS website TMF page and in the meeting syllabus. Maximize your exposure and build your brand by sponsoring any of the following:

**TMF Reception (Tuesday, April 25)**
- $25,000
- Priority booth choice in the exhibit hall
- Company name and logo displayed prominently on a sign at the reception
- Company name and logo on the UNOS website TMF page
- Meeting agenda listing as sponsor of the reception
- Company name on the exhibit hall entrance unit
- Listing on our meeting mobile app
- Full-page color ad in the meeting syllabus
- Company announced as the official reception sponsor during the Tuesday morning announcements

**Abstract and Award Luncheon (Tuesday, April 25)**
- $10,000
- Company name and logo displayed prominently on a sign during the lunch
- Company name and logo on the UNOS website TMF page
- Meeting agenda listing as sponsor of the luncheon
- Company name on the exhibit hall entrance unit
- Full-page color ad in the meeting syllabus
- Listing on our meeting mobile app
- Company announced as the official lunch sponsor during the Tuesday morning announcements

**Lunch in Exhibit Hall (Wednesday, April 26)**
- $10,000
- Company name and logo displayed prominently on a sign during the lunch
- Company name and logo on the UNOS website TMF page
- Meeting agenda listing as sponsor of lunch
- Company name on the exhibit hall entrance unit
- Full-page color ad in the meeting syllabus
- Listing on our meeting mobile app
- Company announced as the official lunch sponsor during the Wednesday morning announcements

**Meeting Mobile Application**
- $8,000
  (App allows attendees to navigate, communicate and participate before, during and after the forum.)
  - Company logo on the main splash screen when the app opens and on the rotating banner with UNOS logo throughout the app
  - Company name and logo on the UNOS website TMF page
  - Company name on the exhibit hall entrance unit
  - Half-page color ad in the meeting syllabus

**Meeting Syllabus**
- $7,500
  - Company logo displayed prominently on the front and back covers of the syllabus
  - Company name and logo on the UNOS website TMF page
  - Company name on the exhibit hall entrance unit
  - Half-page color ad in the meeting syllabus
Continental Breakfast (3).................................................................................................................. $7,500

• Company name and logo displayed prominently on a sign in the exhibit hall near food serving area during the breakfast you select
• Company name and logo on the UNOS website TMF page
• Company name on the exhibit hall entrance unit
• Company name in the meeting syllabus

Phone & Electronic Charging Station.......................................................................................... $6,000

• Company logo on the station
• Company name and logo on the UNOS website TMF page
• Company name on the exhibit hall entrance unit
• Company name in the meeting syllabus

Conference Tote Bag.................................................................................................................. $5,500

• Company logo on the front of the conference tote bag given to each attendee
• Company name and logo on the UNOS website TMF page
• Company name on the exhibit hall entrance unit
• Company name in the meeting syllabus

Online Registration...................................................................................................................... $5,000

• Your logo on the online registration page as sponsor
• Company name and logo on the UNOS website TMF page
• Company name on the exhibit hall entrance unit
• Company name in the meeting syllabus

Padfolio........................................................................................................................................ $5,000

• Company logo on the pad folio given to each attendee
• Company name and logo on the UNOS website TMF page
• Company name on the exhibit hall entrance unit
• Company name in the meeting syllabus

Refreshment Break in Exhibit Hall (2)........................................................................................ $5,000

• Company name and logo displayed prominently on a sign in the exhibit hall near food serving area during the break you select
• Company name and logo on the UNOS website TMF page
• Company name on the exhibit hall entrance unit
• Company name in the meeting syllabus

Plenary Sessions or Breakout Concurrent Sessions (choose your session)........ $4,000

• Company name and logo displayed prominently on a sign during the session or breakout you sponsor
• Company name on the UNOS website TMF page
• Company name on the exhibit hall entrance unit
• Company name in the meeting syllabus
Exhibitor and Sponsor Contract
(This page must be completed if you are exhibiting and/or sponsoring)

The forum exhibit space is priced per 8’ (deep) by 10’ (wide) booth space. You must order furniture and other equipment through the official decorator. (NOTE: You must coordinate your electrical, phone and Internet connection requests through the hotel.)

Booth Space Fees (Standard Booth is 8’ x 10’)
- Exhibit only booth fee (on or before March 7, 2017) $2,100
- Exhibit only booth fee (after March 7, 2017) $2,300

Important: Please list your company as you would like it listed in all publications.

Company ____________________________________________________________

Contact Name __________________________________________ Contact Title ______________________________

Mailing Address ______________________________________________________

City __________________________________________ State _________ Zip __________

E-mail __________________________________ Phone _________________________

Check form of payment: ☐ Check (payable to UNOS) Amount enclosed: _____________________ ☐ Visa, MasterCard

Card# ______________________________ CVV Code __________ Expiration Date ______________________
(3 digit code on back of card)

Name on Card ______________________________ Signature ______________________

If exhibiting, which companies and/or products do you NOT want to be near?

_______________________________________________________________________________________________________________________

If exhibiting, which companies and/or products DO you want near you?

_______________________________________________________________________________________________________________________

Exhibitors Only: E-mail a 25-word description of your company’s services/products to barbara.friend@unos.org by March 7, 2017. If we receive your product description after March 7, 2017, you will not be listed in the meeting syllabus.

Sponsors Only: Your Company Logo, E-mail your high resolution logo (save as an eps, tif or jpg) to barbara.friend@unos.org by March 7, 2017. If we receive your sponsor form after March 7, 2017, you will not be listed in the meeting syllabus.

ALL on-site booth representatives must register for the conference. Beginning December 12, 2016, you may register through UNOS website (www.unos.org). Just click on the TMF 2017 logo. Your booth fee includes registration for one onsite representative. You may register two additional representatives at the reduced rate of $550 each. (All on-site reps must register.)

Expected Number of On-Site Representatives: _________

Hotel Reservations
Reserve your hotel room early! Beginning December 12, 2016, forum attendees, exhibitors and sponsors can make reservations at the Lowes Sapphire Falls Resort. Our contracted forum group rate is $219 single/double. You must reserve your hotel room by April 3, 2017 and mention TMF to guarantee our contracted rate. Call the Lowes Sapphire Falls Resort directly to make your hotel reservations at: 866-360-7395.
Exhibitor and Sponsor Contract (cont.)

This page must be completed if you are exhibiting or sponsoring. Please check the appropriate boxes below.

Sponsorship opportunities are available on a first come, first served basis.

- Reception $25,000
- Abstract and Award Luncheon $10,000
- Lunch in Exhibit Hall $10,000
- Meeting Mobile App (with your logo) $8,000
- Meeting Syllabus (with your logo) $7,500
- Continental Breakfast (3) $7,500 each
- Phone & Electronic Charging Station (with your logo) $6,000
- Conference Tote Bag (with your logo) $5,500
- Online Registration $5,000
- Padfolio (with your logo) $5,000
- Refreshment Break in Exhibit Hall (2) $5,000 each
- Plenary Sessions or Breakout Concurrent Sessions (choose your session) $4,000 each
- Exhibit Only (on or before March 7, 2017) $2,100
- Exhibit Only (after March 7, 2017) $2,300

At any sponsorship level, your company may exhibit at no additional charge.

Sponsorship levels of $5,000 or more include:
- Company logo displayed on the TMF page of the UNOS website
- Complimentary registrations for two on-site representatives
- The opportunity to register up to two additional representatives at a special rate of $550 each

All other sponsorship levels and exhibits include:
- Complimentary registration for one onsite representative
- The opportunity to register two additional representatives at a special rate of $550 each

Please return completed forms with checks payable to UNOS: Erma Edmiston, UNOS Meeting Partners, 700 North 4th St., Richmond, VA 23219. Phone: (804) 782-4986, Fax: (804) 782-4995, E-mail: erma.edmiston@unos.org

Sponsors of $5,000 or more submitting forms & logo by March 7, 2017 will be acknowledged on the UNOS website, TMF page.
Assigning Space

We assign booth space based on:

- Years of participation in the forum sponsor program
- Years of participation in the past five consecutive years of the forum
- Date of receipt of the signed Exhibitor Space Contract, signed Terms and Conditions Agreement and payment in full

Tentative Exhibit Hours and Activities

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, April 24</td>
<td>4:00 pm – 6:00 pm</td>
<td>Exhibitor Set Up</td>
</tr>
<tr>
<td></td>
<td>4:00 pm – 7:00 pm</td>
<td>Sponsor &amp; Exhibitor Registration</td>
</tr>
<tr>
<td>Tuesday, April 25</td>
<td>7:30 am – 8:30 am</td>
<td>Opening of Exhibit Hall and Breakfast with Exhibitors</td>
</tr>
<tr>
<td></td>
<td>10:30 am – 11:10 am</td>
<td>Break with Exhibitors</td>
</tr>
<tr>
<td></td>
<td>12:20 pm – 1:20 pm</td>
<td>Exhibit Hall closed for Lunch</td>
</tr>
<tr>
<td></td>
<td>3:35 pm – 4:15 pm</td>
<td>Break with Exhibitors</td>
</tr>
<tr>
<td></td>
<td>6:00 pm – 7:00 pm</td>
<td>Reception with Exhibitors</td>
</tr>
<tr>
<td>Wednesday, April 26</td>
<td>7:00 am – 8:00 am</td>
<td>Breakfast with Exhibitors</td>
</tr>
<tr>
<td></td>
<td>10:10 am – 10:40 am</td>
<td>Break with Exhibitors (Exhibitor Prize Drawings)</td>
</tr>
<tr>
<td></td>
<td>11:50 am – 1:15 pm</td>
<td>Lunch in Exhibit Hall (Kingston hall)</td>
</tr>
<tr>
<td></td>
<td>3:30 pm – 4:00 pm</td>
<td>Break with Exhibitors</td>
</tr>
<tr>
<td></td>
<td>4:00 pm – 6:00 pm</td>
<td>Exhibitors Tear Down</td>
</tr>
</tbody>
</table>

Official Decorator

All confirmed exhibitors will receive an email in February containing a link to your service kit.

Standard Exhibit Equipment

Standard exhibit space equipment consists of 8’ deep and 10’ wide booth space. Note: The exhibit hall will be in Kingston Hall. You must order all furniture and equipment through the decorator using your service kit. You must coordinate electrical, phone and Internet connection through the hotel and computers/monitors through the hotel’s AV Company. (Service kit will include forms.)

UNOS reserves the right to prohibit any exhibit, which in its judgment, may detract from the Transplant Management Forum and/or the exhibits as a whole. Exhibits should not impinge upon other exhibitors’ spaces.

On-Site Booth Representatives

Exhibit fee includes registration for one on-site representative. Two additional booth reps may register at a reduced rate of $550 each.

Registration for Onsite Booth Representatives

All on-site booth representatives must register for the conference using the online registration form available December 12, 2016. Sponsors of $5,000 or more will receive complimentary registration for two on-site representatives and the opportunity to register up to two additional representatives at a reduced rate of $550 each.

- All other sponsorship levels include a complimentary registration for one on-site representative and the opportunity to register two additional representatives at a reduced rate of $550 each.
- Exhibitor registration for one on-site representative is included with your exhibit fee. Two additional representatives may register at a reduced rate of $550 each.

Independent Industry-Sponsored Events Shall Not Conflict With Scheduled UNOS TMF Events

No entertainment functions, meetings, courses or social functions intended to attract attendees may be scheduled to conflict with the forum’s educational sessions, social events or exhibit hours. You must be a participating exhibitor or sponsor to have an independent industry sponsored event or function.

Entertainment and social functions must be in good taste and conform to the purpose of the UNOS Transplant Management Forum. Contact Erma Edmiston, in writing by February 24, 2017 requesting approval of any special activities (whether entertainment, educational or promotional in nature) for the period beginning Tuesday, April 25, 2017, and ending Thursday, April 27, 2017.

Announcements and invitations addressed to attendees concerning such industry-sponsored events should clearly indicate the name(s) of the sponsor. In addition, they must not imply, directly or indirectly, that the event is part of or an official activity of the UNOS Transplant Management Forum.
Exhibitor Activities
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 Lowes Sapphire Resort 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 must submit written plans for any contests, demonstrations, drawings, etc., to the UNOS office by March 14, 2017. 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.

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.

Subletting of Space
Subletting of space is prohibited.

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, all electric signs and wiring must meet the specifications of local fire authorities.

Liabilities
The 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 exhibitor will indemnify and hold harmless UNOS from all liability whatsoever, caused by breach of obligation by the exhibitor or its representatives.

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 or use said space in any other manner. Other exhibitors shall in no way infringe upon or take over such unoccupied space.

Inability to Perform
If UNOS should be prevented from holding the exhibit program by any cause beyond its control (such as acts of God, war, government regulations, disaster, strikes, civil disorder, epidemic, material curtailment of transportation, elevation to terrorist threat condition RED as designated by the Department of Homeland Security, at any time in the seven (7) 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 the hotel to provide the facilities or the group to hold the meeting) UNOS will refund to the exhibitor the amount of the rental paid, less a proportional share of the exposition expenses, and UNOS shall have no further obligation or liability to the exhibitor.

Cancellation
Cancellations received at the UNOS office on organizational letterhead, postmarked prior to February 24, 2017 will be accepted for a full refund less a $500 release fee. No refunds will be granted for cancellations after February 24, 2017.

Amendments
These Terms and Conditions have been formulated in the best interests of the 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.

(This page must be signed if you are exhibiting)
I/we understand and agree to abide by the terms and conditions set forth in this agreement.

_____________________________________________________________________ _____________________________________
Signature of Exhibiting Company Representative Date

Please return completed forms with checks payable to UNOS: Erma Edmiston, UNOS Meeting Partners, 700 North 4th St., Richmond, VA 23219. Phone: (804) 782-4986, Fax: (804) 782-4995, E-mail: erma.edmiston@unos.org

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