

2026

Workshop for Transplant Financial Coordinators

**October
21-23**

Hyatt Regency
Salt Lake City

Exhibitor
and Sponsor
Prospectus



EXHIBITOR AND SPONSORSHIP INFORMATION

The mission of the Transplant Financial Coordinators Association (TFCA), a non-profit professional organization, is to coordinate the dissemination of useful information related to transplant finance. Our goal is to ensure we provide accurate financial information to our patients and their families in a compassionate and tactful manner while maximizing reimbursement for our transplant centers. Our Annual Transplant Financial Coordinators Workshop is the only annual educational gathering for transplant financial coordinators in the nation.

**The 2026 TFCA Workshop will take place
Wednesday, October 21 – Friday, October 23, 2026**

WORKSHOP LOCATION: Hyatt Regency Salt Lake City
170 South West Temple, Salt Lake City, UT, 84101
[HOTEL WEBSITE](#)

As an exhibitor and/or a sponsor, you are guaranteed exposure to this diverse field of transplant professionals.

You will be able to:

- Introduce your products and services to people who work directly with transplant patients on behalf of their transplant center
- Use the low ratio of attendees to exhibitors to target your market
- Attend educational sessions to maintain your knowledge of the field you service
- Network with the largest gathering of transplant financial coordinators in the country

Workshop Exhibitors receive:

- One full-meeting registration for a representative and reduced registration fee (\$750.00 each) for two additional representatives unless otherwise noted
- Company name on the TFCA website
- 25-word description and logo of your company in the Meeting Syllabus
- Advance copy of the attendee mailing list

PREVIOUS TFCA WORKSHOPS

YEAR	MEETING HISTORY	ATTENDANCE
2025	Wyndham Grand Resort at Bonnet Creek	175
2024	The DeSoto Savannah	170
2023	Astor Crowne Plaza New Orleans	175
2022	San Diego Mission Bay Resort	201
2021	Virtual Workshop	198

To learn more about the Transplant Financial Coordinators Association (TFCA), visit us online at <https://tfcassociation.org/>

IMPORTANT EXHIBITOR AND SPONSOR DATES

June 2026	Reservations at the Hyatt Regency Salt Lake City will open on June 8 th . The contracted room rate for TFCA is \$269 per night, excluding taxes and fees. Check-in time is at 4:00 PM, and check-out time is at 11:00 AM. Booking details and the reservation link will be included in the “ TFCA Registration Now Open ” email announcement. Beware aware of calls from unauthorized, unaffiliated housing providers – please see the information below under Hotel Reservations for additional details.
June 2026	Online TFCA Workshop registration opens.
June 30, 2026	Deadline for sponsorship and exhibitor contracts with payment.
July 6, 2026	All sponsor and exhibitor descriptions and logos are due for inclusion in the meeting materials.
Sep. 6, 2026	Deadline to register on-site representatives. To ensure that the Workshop Planning team can prepare accordingly, all onsite representatives must be registered before the workshop.
Oct. 6, 2026,	Last day to make a hotel reservation at the contracted group rate. In previous years, the room block sold out before this day.

2026 Partner Levels	Diamond \$10,000	Platinum \$8,000	Gold \$6,000	Silver \$4,000	Bronze \$2,500
TFCA website recognition (includes link to your website)	✗	✗	✗	✗	✗
Complimentary exhibit table	✗	✗	✗	✗	✗
Full Page Color Advertisement (2026 TFCA Meeting Syllabus)	✗	✗			
Half Page Color Advertisement (2026 TFCA Meeting Syllabus)			✗	✗	
Recognition on onsite signage	✗	✗	✗	✗	✗
Recognition as 2026 TFCA Annual Workshop Sponsor (includes 15-minute company introduction and toast at Welcome Reception)	✗				
Recognition as 2026 TFCA Annual Keynote Speaker Sponsor		✗			
Early Access to TFCA Registration List	✗	✗			
Padfolio			✗		
Dedicated Sponsor spotlight E-mail	✗				
Dedicated Sponsor spotlight Tote, Mug or Name Badge		✗			
Dedicated Refreshment Break	✗				

Photo Booth					
Complimentary Registrations for the 2026 Annual TFCA Workshop	4	3	2	1	1
Additional representatives for the 2026 TFCA Annual Workshop at a rate of \$750	2	2	2	1	1

If there is a sponsorship that you are interested in that you do not see listed above, please reach out to Lisa Donovan donovanl@upstate.edu

SPONSOR AND EXHIBITOR AGREEMENT

(Please complete the below form in its entirety)

Thank you for your interest in supporting the 21st Annual Workshop for Transplant Financial Coordinators. The workshop exhibit space is priced per tabletop exhibit. A 6'ft table with linen, two chairs, and a wastepaper basket will be provided.

NOTE: You must coordinate your electrical, linen, phone, and internet connection requests through the hotel. Shipping and handling charges for materials sent prior to the workshop are the responsibility of the sponsor/exhibitor.

Company		
IMPORTANT: Please provide the name of your company as you would like it to appear in all meeting materials, if it differs from the name listed above.		
Contact Name	Contact Title	
Address		
City	State	Zip
E-mail	Phone	

SPONSORSHIP AND EXHIBITOR PARTNER LEVEL SELECTION

☐ Diamond Sponsor - \$10,000	☐ Platinum Sponsor - \$8,000 I want to sponsor: ☐ Tote ☐ Mug or ☐ Name Badge
☐ Gold Sponsor - \$6,000	☐ Silver - \$4,000
☐ Bronze - \$2,500	
In addition to being a sponsor, I would like an Exhibitor Table ☐ Yes ☐ No	
☐ I want to be an Exhibitor Only - (On or before September 18, 2026) - \$2,000 (On or after September 19, 2026) - \$2,250	

PAYMENT INFORMATION

☐ Check - Checks should be made payable to TFCA. Mail to: TFCA P.O. Box 674, New Castle, DE 19720	Amount enclosed: \$
--	----------------------------

If exhibiting, which companies and/or products **DO you NOT want** near you?

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

All onsite sponsors and exhibitor representatives must register for the workshop. Beginning **September 6, 2026**, you may register through the TFCA registration website.

SPONSORS & EXHIBITORS:

Upload a **25-word description of your company's services/products** and **logo** when registering through Stova, the workshop's registration tool. If we receive your application after **July 6, 2026**, you may not be listed in the meeting syllabus.

The exhibit fee includes workshop registration for one (1) onsite representative. You may register two additional representatives at the reduced rate of \$750 each unless otherwise noted.

Each on-site representative **MUST** be registered for the workshop.

Expected number of onsite representatives:

Names of anticipated onsite representatives:

HOTEL RESERVATIONS

***BE AWARE** of calls from unauthorized, unaffiliated housing providers that approach exhibitors and attendees and offer reduced rates and fraudulent offerings of hotel rooms. You should not provide any information to these individuals booking reservations through an unofficial housing company.*

Reservations will begin in **June**. Workshop attendees, exhibitors, and sponsors can make reservations directly through Hyatt Regency Salt Lake City. Our contracted group rate is **\$269 for single/double (standard guestroom)**.

Hyatt Regency Salt Lake City requires a deposit of one (1) night's room and tax in advance to confirm reservations. This deposit is refundable up to seven (7) days in advance of the workshop date.

During arrival, the hotel will authorize room and tax charges by credit card and require the addition of **\$75 per night for any incidentals placed in the room**. These authorizations post on your account as a pending transaction only. Unused funds are released after departure and are typically available within three to five business days. It is strongly discouraged to use a debit card, as the authorization will place a withdrawal on the account at the time of check-in.

You must reserve your hotel room by **Tuesday, October 6, 2026**, to guarantee our contracted rate. We expect the **room block to fill up quickly**. To make a reservation, click here – **HYATT RESERVATIONS**.

TFCA EXHIBIT TERMS AND CONDITIONS

ASSIGNING SPACE

You will receive confirmation of your participation upon receipt of your complete information form. Table assignments are first come first serve basis during the setup time. TFCA bears no responsibility for changes made by Hyatt Regency Salt Lake City.

EXHIBITOR SET UP

<u>DATE</u>	<u>TIME</u>	<u>ACTIVITY</u>
Tuesday, October 20, 2026	4:00 pm – 7:00 pm	Exhibitor Set Up

TENTATIVE EXHIBIT HOURS AND ACTIVITIES

<u>DATE</u>	<u>TIME</u>	<u>ACTIVITY</u>
Wednesday, October 21, 2026	7:30 am – 6:30 pm	Exhibit Area Open
	5:30 pm – 6:30 pm	Welcome Reception
Thursday, October 22, 2026	7:30 am – 3:00 pm	Exhibit Area Open
	3:00 pm – 5:00 pm	Exhibitor Tear Down

STANDARD EXHIBIT EQUIPMENT

Standard exhibit space equipment consists of a six-foot table with linen, two chairs, and a wastepaper basket.

NOTE: The exhibit area will be in **Hyatt Regency Salt Lake City – Salt Lake Foyer**. You must coordinate electrical, linen, phone, and internet connection through the hotel and computers/monitors through the hotel's AV Company or an outside vendor. Payment arrangements must be made with the hotel prior to arrival for all package shipping and handling.

TFCA reserves the right to prohibit any exhibit, which in its judgment, may detract from the TFCA Workshop display and/or the exhibits. Exhibits should not impinge upon other exhibitors' spaces.

ONSITE REPRESENTATIVES

The exhibit fee includes registration for one (1) onsite workshop representative. One (1) additional representatives may register at a reduced rate of \$750 each.

REGISTRATION FOR ON-SITE REPRESENTATIVES

All onsite representatives must physically register for the workshop using the online registration form available **on or before September 6, 2026**.

- Sponsors of \$5,000 or more will receive complimentary registration for two (2) onsite representatives and the opportunity to register up to two (2) additional representatives at a reduced rate of \$750 each unless otherwise noted.
- All other sponsorship levels and exhibitors include complimentary registration for one (1) onsite representative and the opportunity to register two additional representatives at a reduced rate of \$750.

INDEPENDENT INDUSTRY-SPONSORED EVENTS SHALL NOT CONFLICT WITH SCHEDULED TFCA MEETINGS AND ACTIVITIES.

WORKSHOP EVENTS

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

Entertainment and social functions must be in good taste and conform to the purpose of the Transplant Financial Coordinators Association. Contact Chiquita Braxton, in writing, at Chiquita.braxton@unos.org, by **August 7, 2026**, to request approval of any special activities (whether entertainment, educational, or promotional in nature) for the period beginning with pre-conference meetings on **Tuesday, October 10, 2026**, and ending on **Friday, October 22, 2026**. Announcements and invitations addressed to attendees concerning such industry-sponsored events should clearly indicate the name(s) of the sponsor(s). In addition, they must not imply, directly or indirectly, that the event is an official activity of the TFCA Workshop.

EXHIBITOR ACTIVITIES

Distribution of advertising and souvenirs must be confined to the exhibitor's assigned space. Canvassing and distribution of advertising materials or souvenirs in the exhibit hall is strictly forbidden. Exhibitors are also forbidden to:

- Distribute (*or ask Hyatt Regency Salt Lake City Orlando 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, giveaways, etc., to chiquita.braxton@unos.org by **August 7, 2026**. TFCA reserves the right to prohibit any exhibit, which in its judgment, may detract from the conference and/or the exhibits as a whole.

FILM, SOUND DEVICES, AND LIGHTING

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

SUBLETTING OF SPACE

Subletting of space is prohibited.

FIRE, SAFETY & 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 the displays must be made of flame-proof 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 TFCA 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 withhold from TFCA all liability whatsoever, caused by a breach of obligation by the exhibitor or its representatives.

UNOCCUPIED SPACE

TFCA 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 TFCA 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, TFCA will refund to the exhibitor the amount of the rental paid, less a proportional share of the exposition expenses, and TFCA shall have no further obligation or liability to the exhibitor.

CANCELLATION

Cancellations received at the TFCA office on organizational letterhead, postmarked prior to **August 31, 2026**, will be accepted for a **full refund less a \$750 release fee**. No refunds will be granted for cancellations after **September 1, 2026**.

AMENDMENTS

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

Please return this portion with your contract (pages 4 through 10) with a payable to TFCA

I/We understand and agree to abide by the terms and conditions outlined in this agreement.

Signature of Exhibiting Company Representative

Date

STEP #1 - Please mail the completed contract and this page with a check payable to TFCA to:

**TRANSPLANT FINANCIAL COORDINATORS ASSOCIATION (TFCA)
P.O. BOX 674 NEW CASTLE, DE 19720**

***STEP #2* - Also email a copy of the completed contract to UNOS Meeting Partners - TFCA.Workshop@unos.org.**