



Transplant Management Group, LLC
11835 Carmel Mountain Road #1304-248 | San Diego, CA 92128
(877) 868-9170 | www.transplantmanagement.com

Dear Potential Sponsor/Exhibitor:

Transplant Management Group is holding our 28th Annual “The Practice of Transplant Administration” Workshop on October 27-28, 2025, at the Coronado Island Marriott Resort in Coronado, California. This two-day program will review critical issues in transplantation and the clinical and quality-driven approaches to provide optimal patient and economic outcomes.

We are averaging 140 attendees each year. Those attendees are comprised mostly of program decision makers across the country including transplant administrators, physician/surgeon leaders, nurse leaders and hospital administration. Exhibiting spaces are limited so please register early.

Benefits to exhibiting:

- Exhibitor representatives are treated as regular attendees and attend all sessions and activities. The feedback from previous exhibitors included appreciation of being treated as a “transplant peer” instead of a vendor. They also felt that it was beneficial to hear all the issues being addressed in the sessions to better offer their services.
- Traffic: Breakfast and breaks will be held each day in the exhibitor room, located in the room next to all sessions.
- Exhibiting Expenses: No additional expenses for furniture and carpet. The only additional expense will be shipping and handling charges from the hotel if you need to send and store materials before you arrive.
- Travel Expenses: We provide breakfast, lunch and snacks each day, along with a Wine Social with appetizers on the first evening. We secured hotel conference rates of \$279/night plus \$25/night resort fee and applicable taxes.
- Location, location, location! The beautiful Coronado Island Marriott Resort, located on Coronado Island just outside of San Diego allows for resort-style accommodations with all the convenience of business services to meet all your needs.

Please see the Sponsor/Exhibitor Terms and Conditions Agreement below for more information. **Online registration opens in July 2025.**

Credit card payments can be made online starting in July 2025, or checks can be made payable to “Transplant Management Group” and mailed to:

Transplant Management Group
11835 Carmel Mountain Road #1304-248
San Diego, California 92128
Tax ID # 51-0491526

If you have any questions, you may contact me at the number below or contact Dawn Flaherty at (615) 767-0771 or dawnflaherty@transplantmanagement.com.

Hope to see you there!

Edward Y. Zavala, MBA, FAST
Principal – Transplant Management Group
Research Professor of Surgery, Adjunct Professor of Management – Vanderbilt Transplant Center
edzavala@transplantmanagement.com
(615) 504-6706



presents the 28th Annual

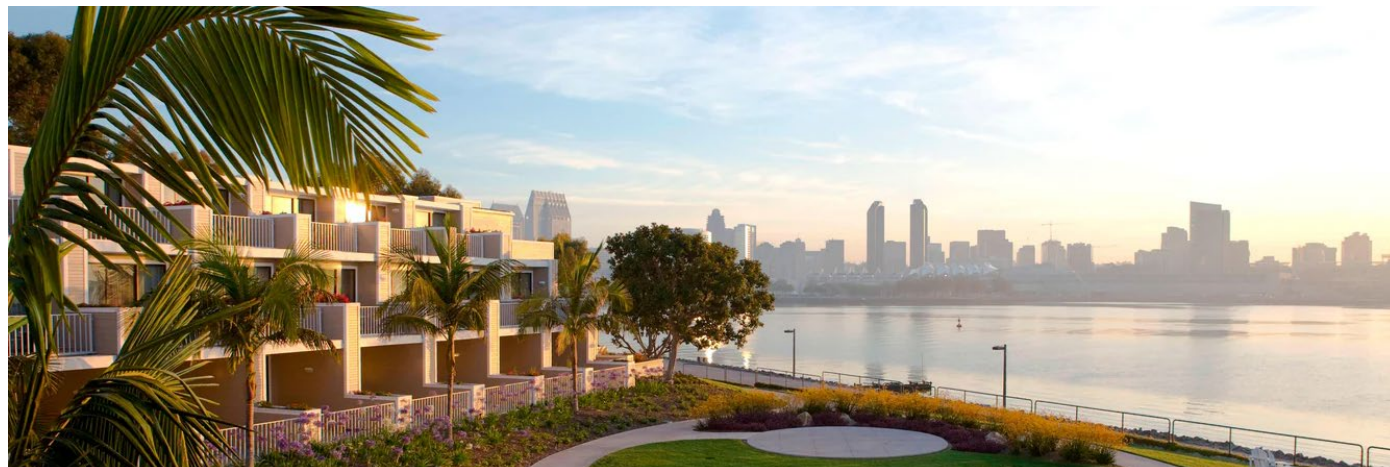
“The Practice of Transplant Administration” Workshop

Coronado Island Marriott Resort – Coronado, CA

October 27 – 28, 2025

Sponsor/Exhibitor Terms and Conditions Agreement

Exhibitor Space and Fees



Sponsorships Available	Wine Social (1)	Breakfast (2)	Breaks (2)	Lunch (2)	Exhibit & Lanyards (1)	Exhibit Only
Pricing	\$7,500	\$6,000	\$6,000	\$6,000	\$3,500	\$2,500
Complimentary Registration	Two	Two	Two	Two	One	One
Complimentary Tabletop Exhibiting	●	●	●	●	●	●
Skirted 6' X 2.5' table and 2 chairs	●	●	●	●	●	●
Acknowledgement in Opening Presentation	●	●	●	●	●	●
Logo on Lanyards					●	
Marketing Brochure/Flyer included in Workshop Folder	●	●	●	●		
Signs with Name and Logo for Sponsored Event	●	●	●	●		
Listed as Sponsor with Link on Registration Site	●	●	●	●		
Sponsor Provided Raffle/Prize Giveaway at Wine Social	●					

Exhibitor representatives are welcome to attend all sessions. Continental breakfast, refreshment breaks, and lunch will be provided each day. An outdoor Wine Social will be held on Monday, October 27, 2025, from 5:30pm to 7:30pm.

Deadline to register as an Exhibitor: **October 13, 2025.**

Registration

All onsite representatives must register for the workshop using online registration at www.transplantmanagement.com/workshop (*online registration opens in July 2025*).

Assignment of Space

The exhibit space is in a separate room from where presentations will be given. Due to the limited number of exhibitors we plan to accommodate, the spaces are similar in location and will be assigned based on the type of service or product of the exhibitor (potential competitors will be separated as possible).

Shipping and Handling

The Coronado Island Marriott Resort will provide inbound and outbound shipment services. Exhibitors agree to ship and store their materials at their own risk and expense.

Exhibit and Workshop Hours

Set-Up Hours are tentative and subject to change based on the hotel having space available prior to the workshop. Exhibitors will receive an email prior to the workshop to finalize available hours for set-up.

Exhibitor Set-Up

Sunday 10/26/25	4:00pm – 7:00pm	<i>(tentative hours)</i>
Monday 10/27/25	6:30am – 7:30am	

Exhibitor Activities

Monday 10/27/25	7:30am – 8:30am	<i>(continental breakfast)</i>
	10:30am – 11:00am	<i>(morning break)</i>
	3:00pm – 3:30pm	<i>(afternoon break)</i>

Tuesday 10/28/25	7:30am – 8:30am	<i>(continental breakfast)</i>
	10:30am – 11:00am	<i>(morning break)</i>
	3:00pm – 3:30pm	<i>(afternoon break)</i>

Workshop/Presentation Hours

Monday 10/27/25	8:30am – 4:30pm
Tuesday 10/28/25	8:30am – 4:30pm

Exhibitor Dismantling

Tuesday 10/28/25	3:30pm – 5:30pm
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Exhibitor Activities

Distribution of advertising and souvenirs must be confined to the Exhibitor's booth. Exhibitors are forbidden to distribute (or ask Hotel employees to distribute) any materials to attendee rooms or display Exhibitor signs outside the exhibit area. Transplant Management Group reserves the right to prohibit any exhibit, which in their judgment, may detract from the workshop and/or the exhibits as a whole.

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 display 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 Transplant Management Group 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 Transplant Management Group all liability whatsoever, caused by breach of obligation by the Exhibitor, or its Representatives. Security for the booths will not be provided.

Unoccupied Space

Transplant Management Group 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 Transplant Management Group should be prevented from holding the workshop 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 workshop or any time during the workshop, or other emergencies making it commercially impracticable, illegal or impossible for the Hotel to provide the facilities or the Group to hold the meeting) Transplant Management Group will refund to the Exhibitor the amount of the rental paid, less a proportional share of the exposition expenses, and Transplant Management Group shall have no further obligation or liability to the Exhibitor.

Cancellation

Cancellations received via email to Dawn Flaherty at dawnflaherty@transplantmanagement.com on or prior to **October 13, 2025** will be accepted for a full refund less a \$200 processing fee. No refunds for cancellations will be accepted after this date.

Amendments

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

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

Company Name

Signature of Exhibiting Company Representative

Date

Printed Name of Representative

Please sign and return to:

Dawn Flaherty
Transplant Management Group
Cell: (615) 767-0771
Dawn.Flaherty@transplantmanagement.com

**Register and make payment arrangements
online starting July 2025 at**
www.transplantmanagement.com/workshop

EXHIBITOR SHIPPING FORM

Transplant Management Group Fall 2025 Workshop | October 27 - October 28, 2025

Shipping Fee Based on Size of Shipment*

Handling and Holding Fee Per Item

Fee will be charged daily if stored 3+ days

These charges cover the cost of labor, processing, receiving, tracking, storage and delivery.

Prices are subject to applicable taxes, currently 7.75%.

Per Box

Small Boxes: Up to 9.9lbs = \$10 Medium Boxes: 10lbs-24.99lbs=
\$20 Large Boxes: 25lbs-49.99lbs = \$50

Special Handling

Any Box Over 50lbs = \$50 plus 0.75¢ per lb. over

Complete and email this form before 10/13/2025

Marriott - Lindsay Kotas: Lindsay.Kotas@luxurycollection.com and

TMG - Dawn Flaherty: dawnflaherty@transplantmanagement.com

Name (On-site Rep):

Tracking Number:

Event Name and Date: **Transplant Management Group Fall Workshop; Oct 27-28, 2025**

Marriott Event Manager: Lindsay Kotas

Direct Line: (619) 829-6643

Hotel Address: Coronado Island Marriott Resort 2000 Second Street, CA 92118-1551

*All packages are to be delivered to the loading dock and will be stored in the Package Room, pending space. If the boxes are delivered within the two days allowed arrival time, no fees will be asked for storage. Charges incurred shall be applied to the receiver of material, thus, applied to either an individual guest room account/folio or Group Master Account. These charges cover the cost of labor, processing, receiving, tracking, storage and delivery.

The price of receiving will be based on pounds and will include storage up to 2 days. If storage exceeds 2 days, a \$25.00 per item/day storage fee will be added. The weights will be taken off the FedEx, UPS, DHL, or Amazon boxes. These packages do not need to be weighed at the hotel. On rare occasions, packages may come from another source without weight information. In these cases, weights will be determined by the hotel scale. Charges do include delivery to the location of the recipient's choosing within the hotel per request and are for receiving and storing materials for up to 90 consecutive days.

All items belonging to your company need to be removed from the hotel by 10.00am on the day following the last day of the event. Should you fail to have your items removed the hotel will dispose of any materials left behind as we simply do not have facilities to keep track of equipment on a rotating basis.

NOTE: Please arrange pick-up with your carrier. Boxes will need to be labeled and sealed prior to departure.

Please sign to confirm the arrangements above. A secure link will be sent to your email. When we receive the credit card information, your order will be placed. Final estimate of charges will be billed 72 hours prior to function.

Name: _____ Company: _____

Billing Address: _____

Telephone: _____ Email: _____ Date: _____

FOR HOTEL USE: ACCOUNT _____ Date _____