



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

Dear Potential Sponsor/Exhibitor:

Transplant Management Group is holding our 24<sup>th</sup> Annual “The Practice of Transplant Administration” Workshop on September 6-7, 2018 at the Hotel del Coronado in Coronado, California. This two-day program will review critical economic issues in transplantation and the clinical and quality-driven approaches to provide optimal patient and economic outcomes.

We are averaging 160 attendees based on attendance from the last few years. 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, which is located in the room next to all sessions.
- Exhibiting Expenses: No additional expenses for furniture and carpet. The only additional expense would 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 tasting with appetizers on the first evening. We secured hotel conference rates of \$274/night plus \$25/night resort fee and applicable taxes.
- Location, location, location! The beautiful Hotel del Coronado, 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 will open in May 2018.

Credit card payments can be made online starting in May 2018, 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 Christine Marshall at (901) 481-2332 or [cmarshall@transplantmanagement.com](mailto:cmarshall@transplantmanagement.com).

Hope to see you there!

Edward Y. Zavala, MBA  
Principal, Transplant Management Group  
Administrator, Vanderbilt Transplant Center  
[edzavala@transplantmanagement.com](mailto:edzavala@transplantmanagement.com)  
(615) 504-6706



presents the 24<sup>th</sup> Annual

## “The Practice of Transplant Administration” Workshop

Hotel del Coronado – Coronado, CA

September 6 – 7, 2018

### Sponsor/Exhibitor Terms and Conditions Agreement

#### Exhibitor Space and Fees

Exhibitors will be provided with a skirted 8' x 2.5' table for their materials and two chairs. Contact Christine Marshall at [cmarshall@transplantmanagement.com](mailto:cmarshall@transplantmanagement.com) for any additional needs.

Type of Sponsorship (# available)	Cost	Includes
Wine Tasting (1) <b>FILLED</b>	\$5,000	<ul style="list-style-type: none"> <li>• Tabletop Exhibiting (skirted 8' x 2.5' table and 2 chairs)</li> <li>• 2 Complimentary Registrations</li> <li>• Acknowledgement in opening presentation</li> <li>• 1-page (front and back) hard copy insert in workshop materials</li> <li>• Sign with name and logo at entrance to wine tasting</li> <li>• Listed as sponsor with link on online registration site</li> </ul>
Refreshment Breaks (2)	\$5,000	<ul style="list-style-type: none"> <li>• Tabletop Exhibiting (skirted 8' x 2.5' table and 2 chairs)</li> <li>• 2 Complimentary Registrations</li> <li>• Acknowledgement in opening presentation</li> <li>• 3-slide presentation running on a loop in the conference room during the 30-minute morning and afternoon breaks for one day</li> <li>• Listed as sponsor with link on online registration site</li> </ul>
Lunch (2)	\$5,000	<ul style="list-style-type: none"> <li>• Tabletop Exhibiting (skirted 8' x 2.5' table and 2 chairs)</li> <li>• 2 Complimentary Registrations</li> <li>• Acknowledgement in opening presentation</li> <li>• 1-page (front and back) hard copy insert in workshop materials</li> <li>• Sign with name and logo at entrance to lunch</li> <li>• Listed as sponsor with link on online registration site</li> </ul>
Exhibit Only	\$2,000	<ul style="list-style-type: none"> <li>• Tabletop Exhibiting (skirted 8' x 2.5' table and 2 chairs)</li> <li>• 1 Complimentary Registration</li> <li>• Acknowledgement in opening presentation</li> </ul>

Exhibitor representatives are welcome to attend all sessions. Continental breakfast, refreshment breaks and lunch will be provided each day. An outdoor wine tasting social will be held on Thursday, September 6, 2018 from 5:30pm to 7:30pm.

Deadline to register as an Exhibitor: **August 22, 2018**

#### Registration for Onsite Representatives

All onsite representatives must register for the workshop using online registration at [www.transplantmanagement.com](http://www.transplantmanagement.com) (online registration opens in May 2018).

- Sponsorship of \$5,000 or more will receive two (2) complimentary registrations
- Exhibit only sponsorship includes one (1) complimentary registration

### **Assignment of Space**

The exhibit space will be located 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 type of service or product of the exhibitor (potential competitors will be separated as possible).

### **Shipping and Handling**

The Hotel del Coronado will provide inbound and outbound shipment services, and a FedEx Office is located on the hotel property. 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***

Wednesday 09/05/18	6:00pm – 8:00pm	<i>(tentative hours)</i>
Thursday 09/06/18	6:30am – 7:30am	

#### ***Exhibitor Activities***

Thursday 09/06/18	7:30am – 8:30am	<i>(continental breakfast)</i>
	10:30am – 11:00am	<i>(morning break)</i>
	3:00pm – 3:30pm	<i>(afternoon break)</i>
Friday 09/07/18	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***

Thursday 09/06/18	8:30am – 4:30pm
Friday 09/07/18	8:30am – 4:30pm

#### ***Exhibitor Dismantling***

Friday 09/07/18	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
- 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 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 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 Christine Marshall at [cmarshall@transplantmanagement.com](mailto:cmarshall@transplantmanagement.com) on or prior to August 6, 2018 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:***

Christine Marshall  
Transplant Management Group  
11835 Carmel Mountain Road #1304-248  
San Diego, CA 92128  
Office: (877) 868-9170  
Fax: (901) 339-2332  
[cmarshall@transplantmanagement.com](mailto:cmarshall@transplantmanagement.com)

**Register and make payment arrangements  
online starting May 2018 at  
[www.transplantmanagement.com](http://www.transplantmanagement.com)**