**UNOS 2020 Transplant Management Forum**

**Exhibit Terms & Conditions Agreement**

**Official Decorator is Freeman -**All confirmed exhibitors will receive an email in January containing a link to your service kit.

**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, Freeman. Note: The exhibit hall will be in Grand Ballroom. You must order all furniture and equipment through the decorator using your service kit. For electrical, phone and Internet connection, these items will be ordered 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.

**Registration for Onsite Booth Representatives -**Exhibit fee includes registration for one on-site representative; two additional booth reps may register at a reduced rate of $600 each. **ALL** on-site booth representatives must register for the conference through our registration which opens December 16, 2019. The registration link can be found on the [UNOS website](https://unos.org/).

**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 UNOS Meeting Partners (meetings@unos.org) in writing by February 24, 2020, requesting approval of any special activities (whether entertainment, educational or promotional in nature) for the period beginning Sunday, April 5, 2020 and ending Wednesday, April 8, 2020.

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 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 must submit written plans for any contests, demonstrations, drawings, etc., to the UNOS office by February 24, 2020. 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 withhold from UNOS all liability whatsoever, caused by breach of obligation by the exhibitor or its representatives.

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

**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 Monday, February 3, 2020, will be accepted for a full refund less a $500 release fee. No refunds will be granted for cancellations after Monday, February 3, 2020.

**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.