



Affiliate Events – Terms & Regulations

ATC understands the value of having a large number of specialists in one place and we offer the opportunity for universities, government agencies, non-profit and corporate/industry groups to organize and independently plan non-educational events over the course of the American Transplant Congress. There is a non-refundable administrative fee for each approved application.

All affiliate events must be approved by ATC and approval will be based on the regulations outlined below.

Approval of Events

All events must fall within the stated guidelines on available times and activities allowed. Exceptions will not be made.

Cancellation Policy

Any affiliate events that are cancelled forfeit the non-refundable administrative fee paid to ATC. No refunds will be issued for cancelled events. Cancellation of the event must be received in writing.

Content and Use of the ATC Name & Logo

Any advertisements, promotions or invitations for affiliate events must bear the following statement: “This program is not affiliated with ATC.” This statement must appear on the cover/front page of any copy using at least 12 pt. font size.

The ATC logo or name may not be used in any promotions, advertisements, meeting materials or correspondence related to events.

Fees & Payment

Affiliate fees are non-refundable administrative fees and include rental of the space only. Room setup, food and beverage, audiovisual, and other costs must be arranged and paid for directly with the hotel and other vendors. Payment must be made by cash or credit card within 5 business days of the official confirmation of space. Failure to remit payment may result in a forfeit of space.

Marketing Activities

Onsite marketing activities for affiliate events are restricted to the sponsor's exhibit booth (if applicable) and one sign outside the assigned room just prior to the state of the event only. Promotion of the affiliate or off-site event is specifically forbidden in other areas of ATC designated convention centers or hotels. This includes door drops, distribution of invitations, signs and/or exhibitor agents, designees, or staff holding signage or directing attendees. Such invitations and signage will be removed and destroyed. **ATC mailing list rentals are not available for affiliate event promotion.**

Space Requests

There is a non-refundable administrative fee for each approved application. Payment must be submitted within 5 business days of each confirmed application in order to be officially considered confirmed and approved. Exhibitors and/or meeting coordinators are not permitted to reserve meeting rooms directly through the convention center or hotels contracted by ATC until the event is approved.

Space Assignments

Space assignments will begin in mid-January 2019 and will be assigned on availability on a first come, first served basis, based on date application is received. Space assignments will be confirmed via email by ATC Staff.

Upon confirmation, the organizer can contact the meeting facility and make further arrangements for any onsite needs. Menus will be provided by the facility and food and beverage minimums may apply.

Presentation Services Audio Visual (PSAV) is the official audiovisual company for the American Transplant Congress and their services are available for your affiliate events. All arrangements for audiovisual equipment and support, including billing, must be made directly with PSAV and not through ATC.

Transportation

ATC approval of bus staging for any offsite event is required. Organizations providing transportation to and from the convention center and participating hotels and an event venue must contact ATC no later than April 2, 2019.