



## Hynes Meeting Space Rental – Terms & Conditions

ATC is committed to creating opportunities to increase exhibitor and attendee engagement. In our commitment to enhance overall experiences, ATC has created exhibitor meeting space in the **Hynes Convention Center, Hall B** to allow better access to attendees.

We are offering the **EXCLUSIVE** opportunity for full-paying exhibit companies to host specific meetings over the course of the American Transplant Congress.\*

*\*Non-profit exhibit companies are not eligible for this opportunity.*

### 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 exhibitor that cancels the Hynes Meeting Space Rental will forfeit a non-refundable \$250 rental fee paid to ATC. Cancellation of the event must be received in writing to Melanie Ryan, [mryan@atcmeeting.org](mailto:mryan@atcmeeting.org).

### Fees & Payment

Hynes Meeting Space Rental fees are a non-refundable \$250 rental fee paid to ATC and include rental of the space only. Room setup, food and beverage, audiovisual, and other costs must be arranged and paid for directly with Freeman, Hynes Catering, and PSAV. 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

#### Benefits Included in Rental

Onsite marketing activities for Hynes Meeting Space Rental events are permitted in the following areas:

- Sponsor's exhibit booth
- (1) 22 x 28 sign outside Exhibit Hall B the day of the event only.

Sponsor is responsible for creative and production costs.

### **Pre-Congress Mailing List – Additional Fee**

A mailing list\* of all pre-registered attendees can be purchased for a one-time usage. This gives you a unique opportunity to get in front of attendees before the Congress begins either by sending a mailing piece or an email blast

*\*One-time use agreement must be signed and ATC must approve the marketing in order to receive the list.*

*Please see **Content and Use of ATC Name and Logo.***

### **Prohibited Marketing Activities**

Promotion of the event is specifically forbidden in ATC designated convention centers or hotels. The following promotion is not permitted:

- Hotel door drops
- Distribution of invitations outside of exhibit booth
- Signs outside of exhibit booth or exhibit staff holding outside of exhibit booth.

Such invitations and signage will be removed and destroyed.

## **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.

## **Space Requests**

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 contracted by ATC.

## **Space Assignments**

Space assignments will begin in mid-February 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.

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

Freeman is the official exhibit contractor company for the American Transplant Congress and their services are available for your events. All arrangements for room setup equipment and support, including billing, must be made directly with Freeman and not through ATC.