



SYMPOSIA, PRODUCT THEATER, AND FOCUS GROUP TERMS & CONDITIONS/GUIDELINES

This Application & Contract between the American Society of Transplant Surgeons (ASTS) and the American Society of Transplantation (AST) and the sponsoring company (“Sponsor”) to present a Symposia, Product Theater, and/or Focus Group at the American Transplant Congress (ATC) over June 20-24, 2026, including but not limited to move-in and move out dates shall become effective when it has been submitted by the Sponsor and accepted by ATC. The individual signing this Application & Contract represents and warrants that he/she is duly authorized to execute this binding Application & Contract on behalf of the Sponsor. By signing below, the Sponsor agrees to be bound by the terms, conditions and guidelines (“T&Cs”) below. The Sponsor agrees that upon acceptance of this Application & Contract by ATC, with or without appropriate payment of the sponsorship fee and further action by the sponsoring company, this Application & Contract, together with the T&Cs below, (collectively “this Contract”) shall become a legally binding contract between ATC and Sponsor.

1. SHOW MANAGEMENT

360 Live Media, a Smithbucklin Company, will orchestrate management of Event and will be known as ATC Show Management. ATC Show Management is responsible for assignment of presentation date/time, audio visual, logistics and collection of sponsor payment. ATC Show Management acts as a liaison between sponsors and all official contractors. If you have any questions about your presentation, contact ATC Show Management directly.

American Transplant Congress (ATC)

330 N. Wabash Ave.

Ste. 2000

Chicago, IL 60611 USA

Phone: +1 312-673-5462

E-mail: exhibits@atcmeeting.org

2. ELIGIBILITY, ASSIGNMENT & PROMOTION

Sponsors of Symposia, Product Theater, and/or Focus Group sessions must also be an exhibitor at ATC and submit an Exhibit Application & Contract to ATC Show Management. ATC and ATC Show Management prohibit Symposia from being held in the Boston Convention & Exhibition Center (BCEC), ATC headquarter hotels and/or hotels within the ATC block by any company that is not an exhibitor at the Event. ATC reserves the right to review all Symposium, Product Theater, and Focus Group applications, programs and promotional materials and to reject topics, formats, or materials deemed inappropriate. Approval from ATC Show Management does not constitute endorsement of program or its content by ASTS, AST or ATC.

Companies that support either ASTS or AST will have first rights to contract and select Symposia, Product Theater, and/or Focus Group time slots. Time slots are assigned and confirmed righting in February 2026 by ATC Show Management.

ATC shall only promote and publicize Symposia, Product Theaters, and/or Focus Groups that are contracted with ATC Show Management. ATC shall provide a Symposium listing on the ATC website, ATC mobile app, and Symposia Wall in the Boston Convention & Exhibition Center (BCEC). Sponsor is responsible for promotion and marketing of their session in addition to ATC. Actual attendance is dependent on the topic and the promotion and marketing efforts set forth by the Sponsor. Symposia will be in the BCEC and Westin Boston Seaport District (“Hotel”). Product Theaters will be located in the ATC Exhibit Hall at the BCEC.

3. FEES & INCLUSION

ATC 2026 Symposia/Product Theater/Focus Group Terms & Conditions/Guidelines

For purposes of this Application & Contract, the Symposium Fee is \$50,000 for breakfast symposia at the BCEC, \$90,000 for lunch symposia at the Hotel and \$105,000 for lunch symposia at the BCEC referred to as the “Symposium Fee.” For purposes of this Contract, the Optional Live Streaming Recording fee is \$15,000 additional is referred to as the “Symposium Live Streaming Fee.” For purposes of this Contract, the Product Theater Fee is \$25,000 is referred to as the “Product Theater Fee.” For purposes of this Contract, the Focus Group Fee is \$20,000 is referred to as the “Focus Group Fee.”

The Symposium Fee includes:

- Classroom-style seating, unless otherwise communicated to the hotel contact and ATC staff (additional fees may apply).
- Riser with a lectern and head table for two (2) presenters.
- Standard audio-visual set (screen, projector, computer, two (2) tabletop microphones, one (1) aisle microphone, and one (1) lavalier microphone).
- One (1) complimentary Pre-registration Mailing List for use to promote the Symposium (list to be sent 4 weeks prior to ATC).
- One (1) complimentary email to all registered attendees who have opted into receiving email communications on behalf of sponsors (ATC to send email, copy subject to review/approval by ATC).
- Three (3) lead retrieval units.
- One (1) registration table with (2) two chairs outside of the meeting room.
- Access to the meeting room (1) one hour prior to the start of the Symposia.
- Introduction to the Convention Services Manager (CSM) at the BCEC and/or Hotel, coordinate and order all food and beverage. All food and beverages at the Sponsor’s expense.

The Symposium Fee with Recording includes:

- Classroom-style seating, unless otherwise communicated to the hotel contact and ATC staff (additional fees may apply).
- Riser with a lectern and head table for two (2) presenters.
- Standard audio-visual set (screen, projector, computer, two (2) tabletop microphones, one (1) aisle microphone, and one (1) lavalier microphone).
- One (1) complimentary Pre-registration Mailing List for use to promote the Symposium.
- Three (3) lead retrieval units.
- One (1) registration table with (2) two chairs outside of the meeting room.
- Access to the meeting room (1) one hour prior to the start of the Symposia.
- Recording of the presentation will include camcorder camera and recording equipment, and small up-lighting. ATC shall include the recording copy on demand library available to ATC attendees until December 31, 2026.
- Introduction to the Convention Services Manager (CSM) at the BCEC and/or Hotel to coordinate and order all food and beverages. All food and beverages at the Sponsor’s expense.

The Product Theater Fee includes:

- Classroom-style seating in the theater in the ATC exhibit hall at the BCEC.
- Riser with a lectern and head table for two (2) presenters.
- Standard audio-visual set (screen, projector, computer, one (1) lectern microphone, two (2) tabletop microphones, , and one (1) lavalier microphone).

ATC does not provide CME credit for these programs. ATC reserves the right to have an ATC staff member or volunteer onsite to monitor the scope and content of any Symposium and/or Product Theater. The opinions presented in any Symposia or Product Theater are solely those of the speaker and the commercial supporter.

The Focus Group Fee Includes:

- ATC will recruit 8-12 field experts for a 60-minute, in-depth focus group on the topic chosen by the sponsor.
- Hold this face-to-face event during the conference.
- Focus Groups will take place during lunch and Food & Beverage, room set, and basic audio visual is included.

4. PRE-REGISTRATION PHYSICAL MAILING LIST

The sponsor shall receive one complimentary Pre-registration Mailing list for a one-time use of the ATC pre-registration list for a pre-approved mail piece. Sponsor must submit their mail piece to approval to exhibits@atcmeeting.org by Friday, May 4, 2026, in order to receive the Pre-registration Mailing List. ATC Show Management will distribute the Pre-registration Mailing List to Sponsors whose mail piece is approved the week of May 8, 2026. Design and production of the mail piece are the responsibility of the Sponsor. The list will include: first name, last name, title, company, mailing address of all attendees. ATC cannot guarantee the address accuracy of ATC attendees as this data is self-reported by each person.

5. USE OF ATC NAME & LOGO

The names, logos, and acronyms of the American Transplant Congress (ATC), American Society of Transplantation (AST), American Society of Transplant Surgeons (ASTS), and the are the exclusive property of each society. They may not be used in any way, for any purpose, or any time without the express written permission and approval of the ATC and the individual society. The following language must appear on all materials produced in association with the symposium, including emails, websites, flyers, marketing/ advertising, enduring products, post meeting materials, and articles intended to be published after ATC: “This symposium is not part of the ATC official educational program, and the sessions and content are not endorsed by ATC. It is not acceptable and is prohibited to use “at the ATC or “in conjunction with the ATC” or “during the ATC”. The satellite symposia confirmation packet will provide these guidelines again along with examples of language that can and cannot be used.

6. PAYMENTS

Sponsor must remit 100% percent of their total fees within 30 days of receipt of their invoice from ATC Show Management. Full payment must be received on or before May 1, 2026, regardless of the Contract submission date. ATC reserves the right to reassign a presentation time if the Sponsor fails to remit 100% payment by the deadline date.

Credit card payments can be made online using American Express, MasterCard or Visa. Make all checks payable to American Transplant Congress and remit to the following address via the U.S. Postal Service or via overnight courier (e.g., DHL, FedEx, UPS) to the following address:

American Transplant Congress
 Attn: Diane Case
 8401 Greensboro Drive #500
 Mclean, VA 22102

Sponsors who which to pay by ACH/wire must email exhibits@atcmeeting.org for remittance instructions.

ATC reserves the right to hold or revoke Exhibitor or Attendee badges for employees of any Sponsor with an unpaid balance and to instruct all official contractors and vendors to deny goods and services.

7. CANCELLATION BY SPONSOR

Cancellations must be directed in writing to ATC Show Management, signature required, to the address in Section 1. As an alternative, Sponsor may remit to ATC Show Management via email to exhibits@atcmeeting.org, provided that the Sponsor obtains confirmation of ATC’s receipt of the email. No refunds whatsoever will be made on cancellations of Symposia, Product Theater, and/or Focus Group. ATC is not responsible for any expenses incurred by the Sponsor prior to cancelation.

8. CANCELLATION OR CHANGES TO EVENT BY ATC

If for any reason beyond ATC's control ATC determines that the Event must be cancelled, shortened, delayed, dates changed, or otherwise altered or changed, Sponsor understands and agrees that ATC shall not refund the rental fees paid to it by Sponsor and that all losses and damages that it may suffer as a consequence thereof are its responsibility and not that of ATC or its directors, officers, employees, agents or subcontractors. Exhibitor understands that it may lose all monies it has paid to ATC for space in the Event, as well as other costs and expenses it has incurred, including travel to the Event, setup, lodging, decorator freight, employee wages, etc. Exhibitor, as a condition of being permitted by ATC to be a Sponsor in the Event, agrees to indemnify, defend and hold harmless ATC, its directors, officer's employees, agents and subcontractors from any and all loss which Sponsor may suffer as a result of Event cancellation, duration, delay or other alterations or changes caused in whole, or in part, by any reason outside ATC's control. The terms of this provision shall survive the termination or expiration of this Contract.

9. USE OF ATC NAME & LOGO

The names, logos, and acronyms of the American Transplant Congress (ATC), American Society of Transplant Surgeons (ASTS), American Society of Transplantation (AST), are the exclusive property of each society. They may not be used in any way, for any purpose, or any time without the express written permission and approval of the ATC and the individual society. The following language must appear on all materials produced in association with the promotions, emails, websites, flyers, marketing/ advertising, enduring products, post meeting materials, and articles intended to be published after ATC: "This symposium is not part of the ATC official educational program, and the sessions and content are not endorsed by ATC. It is not acceptable and is prohibited to use "at the ATC or "in conjunction with the ATC" or "during the ATC".

10. INDEMNIFICATION

Sponsor agrees that it will indemnify, defend and hold ATC, their respective officers, directors, employees, agents including 360 Live Media, a Smithbucklin Company (collectively ATC Management) and each of them, harmless from and against a) the performance or breach of this Contract by Sponsor, its employees, agents, or contractors; b) the failure by Sponsor, its employees, agents or contractors to comply with applicable laws, regulations and ordinances; and c) the act, omission, negligence, gross negligence, or willful misconduct of Sponsor, its employees, agents, contractors, licensees, guests, or invitees. This indemnification of ATC Management or ATC by Sponsor is effective unless such injury was caused by the sole gross negligence or willful misconduct of ATC Management. The sponsor agrees that if ATC Management is a party to any litigation commenced by or against Sponsor or relating to this Contract or the premises leased hereunder, then sponsor will pay all costs and expenses, including attorneys' fees, incurred by or imposed upon ATC Management or ATC by reason of such litigation. The terms of this provision shall survive the termination or expiration of this Contract.

11. AMENDMENTS/ INTERPRETATION

ATC reserves the right to amend and enforce this Contract. Written notice of any amendments shall be given to each affected Sponsor. Each Sponsor, for itself, its agents and employees, agrees to abide by this Contract set forth therein, or by any subsequent amendments. ATC reserves the sole right to interpret this Contract. All interpretations are final and are not subject to review or to appeal. Sponsors which, in the sole interpretation of ATC shall be subject to disciplinary action up to and including ejection from the Event and refusal to participate in any future events or Events of ATC.

12. ENFORCEMENT/ MISCELLANEOUS

This Contract is governed by Virginia law and the Sponsor consents to the exclusive jurisdiction of the State and Federal courts seated in Arlington County, Virginia, with respect to any action arising out of this Contract or ATC. The parties explicitly acknowledge and agree that the provisions of this Contract are both reasonable and enforceable. However, the provisions of this Contract are severable and, as such, the invalidity of any one or more provisions shall

not affect or limit the enforceability of the remaining provisions. Should any provision be held unenforceable for any reason, then such provision shall be enforced to the maximum extent permitted by law.
This Contract will be binding on the Sponsor's heirs, successors and assigns.