



EXHIBITOR INFORMATION

NATCO, *The Organization for Transplant Professionals*

Introductory Education Course for the NEW Transplant & Procurement Practitioner June 25-28, 2010

Reach over 175 Transplant professionals at the only conference for the new Transplant and Procurement Practitioner!

Secure one of your best chances this year to:

Get in on the ground floor. With over 175 new transplant center and OPO employees attending this conference twice a year, you have the opportunity to introduce them to your products and services for the first time. First contact is lasting contact! They will remember ***YOUR COMPANY*** when they become decision-makers in their organizations.

Take home rock-solid contacts. NATCO meeting attendees represent transplant centers, insurance companies and organ procurement organizations. Remember, there is nothing like face-to-face contact.

With regulations on office visits by pharmaceutical and other companies, contact with coordinators is limited. Take this opportunity to put your product in front of them!

About the Meeting

Over 175 transplant and procurement practitioners will attend this educational offering to find the best resources, learn new skills and take in new information to help them perform their jobs.

Exhibit Opportunities

NATCO's Introductory Course offers table top exhibits in June 2010. Exhibitor benefits include exhibit space, ad or listing in the final program and admission to all social events and meal functions.

Attendee Demographics

Approximately 65% of the attendees are new transplant practitioners. Approximately 35% of the attendees are new procurement practitioners.

Space is extremely limited. Return the exhibitor registration form by June 4, 2010 to reserve exhibit space!



The Organization for Transplant Professionals

June 25-29, 2010

**Tempe Mission Palms Hotel
and Conference Center**

Tempe, Arizona

KEY DATES, TIMES & GENERAL INFORMATION

MEETING DATES

Friday, June 25 – Monday, June 28, 2010

Introductory Education Course

EXHIBIT REGISTRATION

Friday, June 25, 2010

3:00 p.m. – 5:00 p.m.

INSTALLATION

Friday, June 25, 2010

3:00 p.m. – 6:00 p.m.

EXHIBIT DATES/HOURS

Friday, June 25 – 7:00 – 8:30 p.m.

Saturday, June 26 – 11:15 a.m. – 2:15 p.m.

Sunday, June 27 – 11:30 a.m. – 1:15 p.m.

Monday, June 28 – 11:30 a.m. – 1:15 p.m.

EVENTS IN THE EXHIBIT AREA

Friday, June 25

7:00 – 8:30 p.m.

Welcome Reception

DISMANTLING

Monday, June 28 – 1:15 – 5:00 p.m.

No booth dismantling may begin before 1:15 p.m.

Monday, June 28. All exhibit material must be

removed from the exhibit area by 5:00 p.m. on

Monday, June 28.

HANDOUTS & GIVEAWAYS

Distribution of descriptive product literature, notepads, pens and other small giveaway items is permitted.

SECURITY

There will be no paid security offered for the exhibit space. The area will be locked at 10:00 p.m. each night, but the safekeeping of the exhibitor's property shall remain the responsibility of the exhibitor.

NOTICE OF DISABILITY

In compliance with the Americans with Disabilities Act of 1990, NATCO will make all reasonable efforts to accommodate persons with disabilities. Please contact NATCO to make arrangements.

ASSIGNMENT PROCEDURES & CANCELLATION INFORMATION

Terms of Payment

The exhibitor agrees to enclose with this application total rental fee due. Payments should be made payable to NATCO and sent to NATCO, P.O. Box 15384, Lenexa, KS 66285-5384, or natco-info@goamp.com. Space will not be assigned or held without the application and rental fee.

Assignment of Space

Priority for space assignments will be made on a first-come, first-serve basis. NATCO reserves the right to relocate an exhibitor at any time with the understanding that if the exhibitor does not agree with such relocation to the extent that the exhibitor cannot participate in the Introductory Course, full payment for exhibitor space will be fully refunded.

Cancellation of Booth Space

Cancellation must be submitted to NATCO in writing. The date of receipt of exhibitor's written notice of cancellation in the NATCO office will be the official cancellation date.

If space is cancelled on or before June 4, 2010, all monies paid to date minus a \$50 processing fee will be returned to the exhibitor.

Any exhibitor who cancels space after June 4 will be responsible for the total booth cost. No refunds will be issued for cancellations after June 4, 2010.



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**ASSIGNMENT PROCEDURES &
CANCELLATION INFORMATION Contd.**

Cancellation of Exposition

It is mutually agreed that in the event of cancellation of the June 2010 Introductory Education Course due to fire, strikes, governmental regulations, war, acts of God, terrorism or causes which would prevent its scheduled opening or continuance, then and thereupon this agreement will be terminated and NATCO shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made.

Failure to Occupy Space

Booth space not occupied by the exhibitor by 7:00 p.m. on Friday, June 25, 2010 will be forfeited without refund to the exhibitor, and the space may be resold or used by NATCO.

**SHIPPING & DECORATING
INFORMATION**

Shipping Information

The only available shipping option is on-site shipment. No advance shipments will be accepted. The Tempe Mission Palms Hotel & Conference Center requests that shipments not arrive earlier than three days prior to the meeting date and/or your arrival. If you require extensive storage space, the hotel reserves the right to assess an additional storage charge.

Please send your exhibit booth and materials to:
"Recipient's Name/Date of Arrival"

NATCO Introductory Education Course
June 25-29, 2010
C/O Tempe Mission Palms Hotel & Conference
Center
60 East Fifth Street
Tempe, AZ 85281
(480) 894-1400

BOOTHS

All exhibit booths are 6' x 30" tabletops, and exhibit space is \$600 per table. A tabletop display will include a 6' x 30" table with tablecloth and skirting, two chairs, and a wastepaper basket. Exhibits must be tabletop displays ONLY.

Every exhibit space should allow for the visibility of other spaces. Electrical and other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. No part of any equipment or signs relating thereto shall be posted, nailed or otherwise attached to columns, walls, floors or other parts of the building or its furniture in any way to deface same; damage arising by failure to observe these rules shall be payable by the exhibitor.

**RULES & REGULATIONS
INTERPRETATION OF RULES**

NATCO has full power in the interpretation and enforcement of all rules and regulations governing exhibitors. All matters and questions not covered by the regulations are subject to the final judgment and decision of NATCO. These rules and regulations may be amended at any time by NATCO, and the amendments so made shall be binding upon the exhibitor equally with these rules and regulations and shall become a part thereof, providing the exhibitor is notified of the amendments. Notice may be verbal or in writing, before or during the NATCO Introductory Education Course, and may be given to any authorized agent or representatives of the exhibitor.

ELIGIBILITY TO EXHIBIT

The exhibits at the NATCO Introductory Education Course are designed for display and demonstration of products and/or services directly related to the practice and advancement of the science of transplantation. Only companies exhibiting products and/or services related to transplant medicine and organ donation are eligible to exhibit. NATCO reserves the right to determine the eligibility of all exhibit space applicants.



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SUBLETTING OF SPACE

The subletting, assignment or apportionment of the whole or any part of an exhibitor's space by the exhibitor is prohibited. Exhibitors may not advertise or display goods in their booth other than those manufactured or sold by them in the regular course of their business.

DELIVERY & SHIPMENT OF MATERIALS

Exhibitors agree to ship and store their material at their own risk and expense.

UNOCCUPIED SPACE

Space not claimed and occupied, or for which no special arrangements have been made in writing to NATCO prior to Friday, June 25, 2010, shall revert to NATCO to be occupied in any manner and for such purpose as NATCO may see fit.

UTILITIES

No utilities are available for this exhibit.

EXHIBITOR PERSONNEL

All participants affiliated with exhibits must check in at the NATCO registration desk. Each person registered as an exhibitor must be employed by the exhibiting company or have a direct business affiliation. Each paid tabletop exhibit includes two admissions to all social events and meal functions. Any additional exhibitor who wishes to take part in the social events, must register separately. Registration will be available online at the NATCO web site: www.natco1.org.

STAFFING OF EXHIBITS

Exhibits must be staffed at all times during exhibit hours. NATCO requests adherence to the opening and closing hours. It is imperative that no exhibitor begins dismantling, packing or tear-down of their booth until Monday, June 28, 2010 at 1:15 p.m.

CONTESTS & RAFFLES

Contests, games of chance, lotteries and raffles are strictly prohibited as such activities reflect unfavorably on the character of the meeting.

INSURANCE

The exhibitor acknowledges that neither NATCO nor the Tempe Mission Palms Hotel & Conference Center shall be obligated to maintain property, liability or business interruption insurance covering the exhibitors. Exhibitors wishing to insure their exhibit materials, goods and/or wares against theft, damage by fire, accident or loss of any kind, must do so at their own expense. Each exhibiting company is responsible for obtaining insurance (liability and fire/theft) in such amounts deemed appropriate to comply with its obligations hereunder and for its own protection.

LIABILITY

Each exhibitor agrees to protect, save and hold NATCO and Tempe Mission Palms Hotel & Conference Center forever harmless from any damage or charges imposed for violation of any law or ordinance by the exhibit company, its employees or agents as well as to strictly comply with the application terms and conditions as contained in the agreement between NATCO and the Tempe Mission Palms Hotel & Conference Center against and from any and all loss, cost, damage, liability or expense that arises from or by any reason of any act or omission of the exhibit company, its employees or agents.

VIOLATIONS

Violation of any of these regulations on the part of the exhibit company, its employees or agents, shall annul the right to occupy space, and such exhibit will forfeit to NATCO all monies that may have been paid. Upon evidence of violation, NATCO may re-enter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the expense of the exhibitor. The exhibitor shall pay all expenses and damages that NATCO may incur thereby. In the event of a violation, NATCO reserves the right to refuse exhibit privileges for the following year.

NATCO 2010 Introductory Education Course Exhibitor Registration Form

Return this form no later than June 4, 2010.

- Yes!** My organization wants to exhibit at the nation's only meeting for NEW transplant and procurement professionals.

Friday, June 25
Set-Up & Registration
3:00 – 6:00 p.m.
Exhibits Open
7:00 – 8:30 p.m.

Exhibits Open
Saturday, June 26
11:15 a.m. – 2:15 p.m.
Sunday, June 27
11:30 a.m. – 1:15 p.m.

Monday, June 28
11:30 a.m. – 1:15 p.m.
Exhibit Tear Down
1:15 – 5:00 p.m.

We, the undersigned, do hereby contract for tabletop exhibit space at the NATCO June 2010 Introductory Education Course. This contract is subject to the conditions governing the exhibit, which are outlined in the Terms and Conditions for Display listed on the previous pages.

We are enclosing with this application the exhibitor fee (\$600).

Company Name _____

Street Address _____

City/State/Zip _____

Telephone _____ Fax _____

Primary Contact _____

Authorized Signature _____ Date _____

E-mail _____ Company Web site: _____

Two badges will be available for exhibit staff for each display space rented. For additional exhibit staff to be permitted there is an additional fee of \$50 per person. These passes allow exhibit staff to attend planned food functions Friday through Monday, but not the educational sessions.

Please provide the names of exhibitors who require badges.

1. _____ 2. _____

Two meeting registrations may be purchased by exhibitors at a discounted rate of \$500 each (normally \$950 – \$1,115) for each display space rented.

Please provide the names of exhibitors who are registering to attend the June 2010 Introductory Education Course at the discounted exhibitor rate.

1. _____ 2. _____

Method of Payment:

- Check (made payable to NATCO)
- Credit Card
- Visa
 - MasterCard
 - American Express
 - Discover

Card Number: _____

Expiration Date: _____

Name on Card: _____

Signature: _____

Return Contract to:

NATCO
P.O. Box 15384
Lenexa, KS 66285-5384
(913) 895-4612
Fax: (913) 895-4652

For Overnight Mail Only:

NATCO
18000 West 105th Street
Olathe, KS 66061
18000 West 105th Street
Natco-info@goamp.com

Return this form by June 4, 2010.