

# APPLICATION AND CONTRACT FOR SPONSORSHIP OPPORTUNITIES



## 2023 ASHP Summer Meetings & Exhibition

Meeting Dates: June 10-14, 2023

Exhibit Dates: June 11-13, 2023

Baltimore Convention Center ~ Baltimore, MD

### Contact Information

Company Name.....  
Contact..... Job Title.....  
Tel..... Mobile.....  
Email..... Web Site.....  
Address.....  
City..... State..... Zip..... Country.....

### Sponsorship Opportunities

Opportunity: \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_  
Opportunity: \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_

*All benefits related to inclusion in printed materials and signage are based on the sponsor meeting print and production deadlines. The sponsor's primary contact person will receive all correspondence pertinent to your sponsorship and will be responsible for completing and returning items by the stated deadline. All cancellations must be in writing. Along with penalties stated below, cancellation penalties may include additional costs incurred for opportunities already produced at the time of cancellation.*

### Payment Information

Deposit and Payment Schedule
Through August 10, 2022, 0% Due with Application
August 11, 2022 – January 11, 2023, 50% due with application, Balance due January 12, 2023
On or after January 12, 2023, 100% due with contract

If the Sponsor fails to pay 100% of the total contracted exhibit space rental fee by January 12, 2023, ASHP may cancel Sponsor's participation and is free to assign the released sponsorship offering to other companies. No refund will be made for a cancellation or reduction received after January 11, 2023, and full payment of any unpaid balance is required. Failure to make payments or cancellation of participation does not release the contractual or financial obligations of the Sponsor.

**Submit application to:**  
Email: [exhibitcontracts@spargoinc.com](mailto:exhibitcontracts@spargoinc.com)

**Need Help? Contact:**  
[aspexhibits@spargoinc.com](mailto:aspexhibits@spargoinc.com)  
703-631-6200 | 800-564-4220

**Make checks payable to:**  
American Society of Health-System Pharmacists

### Cancellation Penalties

Cancellation Penalties
Through August 10, 2022, 0% penalty
August 11, 2022 – January 11, 2023, 50% of contracted amount
On or after January 12, 2023, 100% of contracted amount

If Sponsor desires to cancel all or part of the sponsorship offering (s), it must be done in writing by certified mail to SPARGO, Inc. and will be charged a cancellation penalty. Notices must be sent to ASHP Exhibits c/o SPARGO, Inc., 11208 Waples Mill Road, Suite 106, Fairfax, VA 22030, [ashpexhibits@spargoinc.com](mailto:ashpexhibits@spargoinc.com).

**Mail Lockbox Address**  
American Society of Health-System Pharmacists  
PO BOX 38065  
Baltimore, MD 21297-8065

**Overnight Lockbox Address**  
American Society of Health-System Pharmacists  
Attn. Lockbox 38065  
1307 Walt Whitman Drive  
Melville, NY 11747

**Credit Card Payments:**  
An invoice will be sent with instructions to submit credit card payment online.

I acknowledge that as an authorized representative of the above stated Sponsor, I have received, reviewed, and agree that Sponsor will comply with the [ASHP Rules and Regulations Governing Exhibits, Meeting Terms and Conditions](#) and any other applicable policies, waivers, or guidelines, including any vaccination requirements, as applicable. Exhibitor agrees to receive all written and electronic correspondence from ASHP, SPARGO, Inc. and official event contractors in reference to the 2023 ASHP Summer Meetings & Exhibition and all future ASHP events. This sponsorship application will become a contract upon the signature of Sponsor's authorized representative and ASHP's acceptance and approval by written confirmation to Sponsor.

Exhibitor Signature..... Date.....  
Printed Name..... Telephone.....