

# APPLICATION AND CONTRACT FOR EXHIBIT SPACE



## #DiscoverBMB 2024

Meeting Dates: March 23-26, 2024

Exhibit Dates: March 23-26, 2024

Henry B. Gonzalez Convention Center | San Antonio, Texas

### Contact Information (English Only)

Company Name .....

Contact ..... Job Title .....

Tel (direct only) ..... Mobile .....

Email (direct only) ..... Web Site .....

Address .....

City ..... State ..... Zip ..... Country .....

### Exhibitor Opportunities

Each 10'x10' booth includes an 8' high back drape and a 3' high side drape, ID sign with company name, one (1) full conference badge and four (4) exhibitor badges.

Commercial - \$3,500 per 10' x 10'       Corner Fee - \$200 per open corner

Size: \_\_\_\_\_ (min. 10' x 10')    Preferences: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_    Booth Cost: \$ \_\_\_\_\_

Featured Exhibitor Listing (Early Bird) - \$550       Featured Exhibitor Listing (Standard) - \$700

*To secure the Early Bird rate application and deposit must be received by September 15, 2023.*

**Total Cost:** \$ \_\_\_\_\_       We are interested in Sponsorship Opportunities

### Payment Information

Deposit and Payment Schedule
Through November 22, 2023 – 50% due with application, balance due November 23, 2023*
After November 23, 2023 – 100% due with application*

\*Once application is received, an invoice will be sent requesting payment due upon receipt. ASBMB requires payment in full no later than November 23, 2023 for all contracts submitted on or before November 23, 2023. Failure to make payments does not release the contracted or financial obligation of Exhibitor. If the Exhibitor fails to pay 100% of the total contracted exhibit space rental fee by November 23, 2023, ASBMB may cancel Exhibitor's participation and is free to assign the released space to other companies. No refund will be made for a cancellation or reduction received after November 22, 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 Exhibitor.

Submit application to: [exhibitcontracts@spargoinc.com](mailto:exhibitcontracts@spargoinc.com)  
Need Help? Contact:  
[asbmbexhibits@spargoinc.com](mailto:asbmbexhibits@spargoinc.com) | 703-631-6200 | 800-564-4220

### Cancellation Penalties

Cancellation Penalties
Through November 22, 2023 – 50% of Contracted Amount**
After November 22, 2023 – 100% of Contracted Amount**

\*\*If Exhibitor desires to cancel all or part of the exhibit space, it must do so in writing. Notices must be sent by certified mail to ASBMB Exhibits c/o SPARGO, Inc., 11208 Waples Mill Road, Suite 106, Fairfax, VA 22030, or [asbmbexhibits@spargoinc.com](mailto:asbmbexhibits@spargoinc.com).

Make checks payable to: ASBMB

Mail check payment to:  
American Society for Biochemistry and Molecular Biology  
6120 Executive Blvd., Suite 400 • Rockville, MD 20852  
Attn: Accounting

Wire/ACH Payments:  
Email [exhibitorservices@spargoinc.com](mailto:exhibitorservices@spargoinc.com) for details to pay by Wire/ACH.

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 Exhibitor, I have received, reviewed, and agree that Exhibitor will comply with the #DiscoverBMB [2024 Annual Meeting Rules and Regulations](#). Exhibitor agrees to receive all written and electronic correspondence from ASBMB, SPARGO, Inc. and official event contractors in reference to #DiscoverBMB 2024 and all future ASBMB events. This exhibit space application will become a contract upon Exhibitor's authorized signature and ASBMB's acceptance and approval. ASBMB reserves the right to deny any application for exhibit space at its sole discretion.

Exhibitor Signature ..... Date .....

Printed Name ..... Telephone .....