

# Application and Contract for Featured Exhibitor Listing

## 2024 ASCO Annual Meeting

Meeting Dates: May 31-June 4, 2024

Exhibit Dates: June 1-3, 2024

McCormick Place | Chicago, IL



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

Printed Exhibitor Directory Deadline: Friday, March 15, 2024

### Step 1: Contact Information

Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Email (direct only) \_\_\_\_\_ Mobile (required) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

I would like to receive communication from ASCO and SPARGO, Inc. regarding exhibiting opportunities at current and future ASCO meetings. To opt out of receiving these messages at any time, contact [compliance.expo@spargoinc.com](mailto:compliance.expo@spargoinc.com).

### Step 2: Featured Listing Upgrade

Featured Listing Upgrade - Early Bird Rate: \$2,100 (applications received by June 5, 2023)

Featured Listing Upgrade - Regular Rate: \$2,500 (after June 5, 2023)

[View the Featured Listing Details](#)

- You will receive the username and password needed to submit your directory information through the online Exhibitor Resource Center. Information for the online Exhibitor Directory may be updated any time prior to the Annual Meeting.
- Deadline for inclusion in the printed 2024 Exhibitor Directory is **Friday, March 15, 2024**.
- All content is subject to ASCO approval. ASCO reserves the right to make changes to content.
- It is the responsibility of the exhibiting company contact to ensure the company's information is updated and submitted accurately for the Exhibitor Directory.

### Step 3: Payment and Cancellation

#### Deposit and Payment Schedule

Applications Received Through August 30, 2023	
50% of balance due by August 30, 2023	Remaining balance due by January 24, 2024

Applications Received August 31, 2023 Through January 23, 2024	
50% of balance due with application	Remaining balance due by January 24, 2024

Applications Received on January 24, 2024 or After	
100% due with application	

#### Cancellation Terms

By August 29, 2023	100% refund
August 30, 2023-January 23, 2024	50% refund
Beginning January 24, 2024	No refund

ASCO requires 50% payment no later than August 30, 2023 and full payment no later than January 24, 2024. Failure to make payments does not release the contracted or financial obligation of Exhibitor. Full refund if cancelled by ASCO without cause.

ASCO's banking information has changed. For updated ACH and wire instructions, email [exhibitorservices@spargoinc.com](mailto:exhibitorservices@spargoinc.com).

#### Make checks payable to ASCO and mail to:

ASCO Exposition Management., c/o SPARGO, Inc. • 11208 Waples Mill Road, Suite 112 • Fairfax, VA 22030

#### Credit Card Payments

An invoice will be sent with instructions to submit a credit card payment online. Credit cards will also be accepted by phone at 703-631-6200 or 800-564-4220.

### Step 4: Acknowledgement

As an authorized representative of the above stated Exhibitor, I agree to the payment and cancellation terms included in this agreement. Furthermore, I have received, reviewed, and agree that Exhibitor will comply with the Policies for Exhibitors and Other Organizations at ASCO Meetings available on [asco.org/exhibits](http://asco.org/exhibits) (as may be amended from time to time). I understand that exhibit space must be staffed at all times during the published Exhibit Hall open hours and may not be torn down early. Exhibitor agrees to receive all written and electronic correspondence from ASCO, SPARGO, Inc., and official event contractors related to the 2024 and 2025 ASCO Annual Meeting. This application will become a contract upon Exhibitor's authorized signature and ASCO's acceptance and approval.

Exhibitor Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Telephone \_\_\_\_\_